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ABSTRACT

This manual is intended for use by the Alberta, Canada, school boards, administrators, consultants, education staff, and other individuals involved in school building projects. The purpose of the School Capital Plan, funding, and Alberta Education's funding framework are detailed. The school building project components of the School Capital Plan are described. The components include: restoration and upgrading of existing school facilities, modernization of obsolete school facilities, construction of new space, equipment for career and technology studies, temporary lease space, purchase of buildings, and emergent capital items. The process of requests for school building projects include school boards submitting requests for the projects, the Alberta Education reviewing the boards'requests, the School Buildings Board making decisions on the requests, and the Minister of Education announcing the decisions. The steps in the construction of the school building projects are: (1) the School Buildings Board informs the school boards of the funding amount, (2) the school boards plan projects and report progress, (3) school boards submit project tender(s) or subtrade tender(s) to Alberta Education, (4) school boards construct projects, (5) school boards receive finding payments, and (6) school boards may host official openings of projects. Five appendixes, which compose one-third of the manual, include: a glossary of terms; legislation, regulation, and policy statements; forms (e.g., new construction project application, expenditure plans, and project cost summary forms); utilization and capacity definitions and capacity calculations; and operational information with bibliographic references. (RE)

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SCHOOL CAPITAL MANUAL

An Interim Guide for School Boards, Administrators, Facility Planners And Consultants Who Engage In School Building Projects

ALBERTA EDUCATION
MAY 1997

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APPROVAL BY THE MINISTER OF EDUCATION

Alberta Education supports the equitable, effective and efficient provision of quality educational facilities to school boards for the purpose of accommodating educational programs and activities which meet the needs of Alberta students.

As Minister of Education, I have authorized the School Capital Manual as the basis for approving and funding school building projects in accordance with sections 190, 191, 192 and 193 of the *School Act*.

Gary G. Mar

Gary G. Mar
Minister of Education

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USING THIS MANUAL: INTRODUCTION

This manual supersedes *The School Capital Policies, Regulations and Guidelines Manual* of September 1990.

THE PURPOSE OF THIS MANUAL

This manual has been prepared for the use of Alberta school boards, administrators, consultants, including planners and architects, Alberta Education staff and other individuals involved with school building projects.

The School Capital Manual communicates the position of Alberta Education and provides direction to school boards who wish to obtain approvals to carry out a school building project.

The manual provides interpretation of program requirements, guidelines and procedures. It will be of assistance in the preparation of capital project funding applications and with the development of long-range facility forecasts and facility master plans.

LEGISLATIVE AUTHORITY FOR THE MANUAL

This School Capital Manual has been approved by the Minister of Education and represents the terms and conditions under which school boards may engage in school building projects required under Part 7, Division 2 of the *School Act*; pursuant to Alberta Regulation 383/88 s.2, School Buildings and Tendering Regulation. School boards are required to comply with these policies, regulations and guidelines. Please refer to Appendix B for the legislation, regulations and policies that pertain to school building projects.

Regulations and procedures referred to in this manual can be either mandatory or discretionary.

The word **must** or **shall** indicates mandatory requirements. The following statements, "School boards must complete projects within the budget approved by the School Buildings Board" and "School boards shall not begin work funded under BQRP until their annual allocation has been approved by the School Buildings Board..." indicate mandatory actions.

The words **should** or **may** indicate discretionary provisions. The following statements, "A school board may rescind an approved capital project by written notification to the School Buildings Board" and "The school board should project total enrolments and capacity needs for a five-year period..." indicate discretionary actions.

REVISIONS TO THE MANUAL

Revisions will be provided to this manual as necessary.

WHO TO CONTACT REGARDING THE SCHOOL CAPITAL MANUAL

Inquiries regarding this manual may be directed to:

Assistant Director or Area Managers
School Facilities
Alberta Education
9th Floor Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta
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Telephone: (403) 427-2973
Fax: (403) 427-5816

Assistant Deputy Minister
Regional Services Division
Alberta Education
10th Floor Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

Telephone: (403) 427-7484
Fax: (403) 422-1400

OTHER CONTACTS FOR SCHOOL BUILDING PROJECTS

Alberta Education:	
School Operations	427-7235
School Finance	427-2055
Regional Office Branch - Edmonton	427-2952
Regional Office Branch - Calgary	297-6353
Alberta Labour:	
Building and Fire Safety	427-8265
Electrical Safety	427-8260
Occupational Health and Safety Services	427-6724
Plumbing and Gas Safety	427-8256
Municipal Affairs:	
Municipal Government Board	427-4864

THE PURPOSE OF THE SCHOOL CAPITAL PLAN

Alberta Education supports the equitable, effective and efficient provision of quality educational facilities to public, separate and francophone school boards for the purpose of accommodating educational programs and activities which meet the needs of Alberta students.

THE SCHOOL CAPITAL PLAN

- provides equity in the provision of educational facilities for Alberta students;
- provides healthful and safe school facilities;
- increases utilization of existing instructional space;
- prolongs the life of school facilities;
- provides new space where other viable alternatives are not available;
- provides flexibility to meet changing program needs of students;
- provides full funding for approved projects, including construction costs, consultants' fees, project expenses, site development, and furniture and equipment costs, based on guidelines established by Alberta Education;
- is efficient in the allocation of funds and effective in the results achieved; and
- is accountable for the school capital funds expended.

1.A THE FUNDING IN THE SCHOOL CAPITAL PLAN

Alberta Education's budgets for the funding of school capital projects are determined for a three year time period.

Alberta Education provides capital funding on a government fiscal year (April to March) for approved school projects.

Funding allocations for BQRP and approvals of new construction and modernization projects are announced annually.

1.B CAPITAL FUNDING AND ALBERTA EDUCATION'S FUNDING FRAMEWORK

Alberta Education's funding framework allocates funds to school boards using three blocks: the Instruction Block, the Support Block, and the Capital Block. The Capital Block provides for the cost of school facilities approved by Alberta Education including:

- Building Quality Restoration Program;
- debt owing on school buildings;
- current school building projects; and
- temporary leasing of school facilities.

Funding cannot be transferred between the Capital Block and any of the other funding blocks. For further information on the other funding blocks, refer to the Funding for School Authorities Manual.

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THE COMPONENTS OF THE SCHOOL CAPITAL PLAN

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THE COMPONENTS OF THE SCHOOL CAPITAL PLAN

CAPITAL PLAN OVERVIEW

The School Capital Plan will provide full provincial funding, within approved provincial cost guidelines, to Alberta school boards for school building projects including:

- restoration and upgrading of existing school facilities and sites;
- modernization of obsolete school facilities and sites;
- construction of new space;
- equipment for Career and Technology Studies;
- lease space on a temporary basis;
- purchase of buildings and sites; and
- emergent capital items.

Priorities

The School Buildings Board approves the highest **priority** capital projects (new construction and modernization) to the extent coverable by the provincial budget for school capital. Projects approved by the School Buildings Board are financed through grants.

Capital projects that fall under the program definitions described within Part Two of this manual are:

- **BQRP** (Building Quality Restoration Program) to upgrade building components to meet health and safety requirements, municipal requirements, or replace failed components, and modernization projects with a total cost of less than $100,000;

- **modernization projects** to upgrade existing facilities which are physically or functionally obsolete and equal to or exceed $100,000 in total project cost;

- **new construction projects** (new schools, replacement of obsolete or unsafe facilities, additions and portables) to accommodate enrolment increases and program needs; and

- other projects to address high priority local needs.

2.A THE BUILDING QUALITY RESTORATION PROGRAM (BQRP)

The Building Quality Restoration Program (BQRP) provides funding to (a) replace building and site components which have failed and pose health and safety problems for students and staff, (b) extend the useful life of school facilities and sites, and (c) maintain the quality of the school environment.

Also included under the scope of the BQRP is the funding of modernization projects with a total project value of less than $100,000.

Purpose

BQRP funding is provided to enable school boards to:

- meet all regulatory agency requirements;
- provide a safe and healthy environment, including adherence to regulations made under the Alberta Safety Codes Act (refer to list of frequently called numbers located at the front of this document);
- replace failed building and site components;
- preserve and improve the quality of the learning environment;
- upgrade educational facilities to meet mandatory program requirements;
- meet the needs of disabled and special needs students; and
- replace or augment building components to improve energy conservation and to realize subsequent cost savings.

BQRP funding is not provided to school boards to:

- supplement routine maintenance and repairs which are funded under the Support Block, Plant Operations and Maintenance;
- provide additional space; or
- provide new furniture and instructional equipment (computers, CTS equipment, etc.).

Guidelines and Planning for Building Quality Restoration

- BQRP funding enables school boards to upgrade existing school facilities and sites.

- BQRP block funding must be used for component replacement and upgrading of existing school facilities and sites, for small modernization projects costing less than $100,000, and for emergent projects. It is a school board's responsibility to ensure that health, safety and essential upgrading needs, including those requirements of emergency projects, are met.

- BQRP block funding must not be used for:
  - construction of new areas including addition of area to an existing facility,
  - modernization projects which are equal to or exceed $100,000 total project value,
  - purchase of furniture, equipment and window coverings, and
  - building operations and maintenance/repair which is funded as part of plant operations and maintenance in the support block of the funding framework.

- School boards must set priorities for work to be funded under their BQRP block funding allocation. Highest priority projects are those that (1) remedy health and safety concerns, (2) alleviate immediate mechanical, electrical, structural, code requirements and program accommodation deficiencies, and (3) upgrade building components to prolong the life of the facility.

- School boards should develop and implement a system of short term and long term planning for management of their facilities.

- School boards and their staff should be knowledgeable of current regulatory requirements and accepted industry standards.

Funding Allocations

No application is required for BQRP funding. Annual BQRP funding will be allocated to school boards using a block funding approach calculated on the basis of the following criteria:

- 75 percent on student enrolment (ECS to grade 12).
- 25 percent on the area of school facilities owned by a school board and used for students in grades ECS to 12. School facilities that were financed in the past with local capital funds are eligible for inclusion in the total area.
- A school board that has leased space will receive plant operations and maintenance funds from the support block for the amount of space leased. However, the school board that owns the space will receive BQRP block funding applicable to the facility.
- Funding allocations will include a **distance allowance** where applicable.

- Block funding for BQRP will be announced in the latter part of the calendar year and funds will be paid in Alberta Education's next fiscal year.

- School boards should establish a contingency fund for emergency projects.

Project Budgets

The School Buildings Board will establish a total annual budget for BQRP projects for each school board based on the aforementioned criteria. School boards are to advise Alberta Education on their Audited Financial Statements of BQRP funds expended and carried into the next fiscal year.

Consultant fees are included in BQRP block funding.

Administrative and Funding Procedures

A schedule of payments and administrative procedures has been developed for BQRP block funding in the Funding for School Authorities Manual:

- A first advance of 50 percent of the approved BQRP block funding allocation will be made in April.
- Boards must submit a Statement of Final Costs and a detailed listing of all BQRP projects for the previous year and a BQRP expenditure plan and a financing resolution for the current year by June 30. The balance of the approved provincial funding will be advanced on review of this information.
- School boards are required to pay GST on projects. Alberta Education allocates 2.24 percent of a project budget for payment of the non-refundable portion of GST.

School boards must carry out BQRP emergency projects within their BQRP block funding allocation. School boards are not required to apply local capital building reserves to the costs of BQRP projects.

Commencement of Work

School boards shall not begin work funded under BQRP until their annual BQRP allocation has been approved by the School Buildings Board.

Project Categories

School boards may establish their project priorities, but BQRP funds must be used for work that is included under the following categories:

- Category One: Structural and Architectural;
- Category Two: Mechanical;
- Category Three: Electrical;
- Category Four: Code Requirements;
- Category Five: Upgrading for Special Needs Persons;
- Category Six: Modernization (less than $100,000 total project cost);
- Category Seven: Energy Conservation Measures; and
- Category Eight: Site Improvements.

2.B THE MODERNIZATION OF EXISTING SCHOOL BUILDINGS

Modernization of an existing facility is, in most instances, more cost effective than new construction. Properly planned modernization of schools can provide excellent educational facilities at a portion of the cost of new construction.

Modernization provides for an essential renovation of a school building or portion of a school building to address physical obsolescence and/or improve functional adequacy and suitability for present and future educational programs. Total modernization project costs must equal or exceed $100,000 unless a small renovation in conjunction with an addition is approved by the School Buildings Board. Projects of lesser value should be funded under the **Building Quality Restoration Program**.

Purpose

A modernization project to renovate all or part of an existing school facility is intended to:

- overcome major failure or deficiencies throughout a building or a section of a building which threaten the health and safety of students and staff;
- accommodate educational programs;
- provide access and facilities for disabled persons;
- replace or upgrade building structural components, mechanical and electrical services, and architectural finishes; and
- accommodate new technology.

2.C THE CONSTRUCTION OF NEW SCHOOLS, ADDITIONS AND PORTABLES

New space to accommodate enrolment growth and educational program requirements or replacement of obsolete facilities may require the construction of new facilities when modernization of existing facilities is not feasible. New construction can result in the development of a new school or an addition to an existing school. In many instances, new construction and modernization are combined to better accommodate school facility needs. Additions, portables, and new schools are funded under the new construction program.

Purpose

In order of priority, new construction projects may be approved to address:

- health and safety factors which require the replacement of a building or section of a building due to major failure or deficiencies where modernization or restoration is not feasible;
- requirements for additional space due to enrolment increases where school boards can demonstrate that existing schools are fully utilized and other viable alternatives are not available;

- a critical need for additional instructional space, to accommodate the delivery of educational programs; and
- a need for additional non-instructional space (administration, staff, storage, etc.) and gymnasium facilities.

2.D EQUIPMENT FOR CAREER AND TECHNOLOGY STUDIES

School boards that receive approval for construction of new or modernization of existing Career and Technology Studies (CTS) facilities from the School Buildings Board may submit an application for funding of CTS equipment for the approved CTS facilities.

2.E LEASE SPACE ON A TEMPORARY BASIS

Funding for the temporary leasing of facilities provides space for the instruction of students when a school facility is not available.

Conditions

(1) The School Buildings Board may provide funding for a school jurisdiction to lease a facility on a temporary basis for the instruction of students provided that:

(a) the jurisdiction does not have a school facility to accommodate the students;

(b) all school facilities in the jurisdiction to which students might be reasonably transported are full; and

(c) school facilities belonging to another school jurisdiction in the community or to which students might be transported are full.

(2) Funding will not be provided to a school jurisdiction for the temporary leasing of facilities:

(a) for purposes other than the instruction of students;

(b) when school facilities accessible to students are available;

(c) for programs that are not mandated by Alberta Education e.g. Outreach;

(d) for physical and recreational activities;

(e) for lease costs that are excessive; and

(f) for lease costs that are covered by a jurisdiction's insurance.

2.F PURCHASE OF FACILITIES AND/OR SITES

The School Buildings Board may provide funding for the purchase of a facility and/or site or for the transfer of a school facility under the Disposition of Property Regulation.

School boards are responsible for the acquisition of reserve land for school construction purposes in accordance with the Municipal Government Act and the Municipal Government Amendment Act.

2.G AMENDMENT OF CAPITAL APPROVALS BY THE SCHOOL BUILDINGS BOARD

School boards must submit to Alberta Education, School Facilities, a request to amend or change an approval by the School Buildings Board.

2.H EMERGENT CAPITAL REQUESTS

Funding may be provided for emergent capital projects (new construction and modernization). Emergent funding is for circumstances that are not foreseeable within the regular capital application cycle. School boards must submit a request to the Assistant Director, School Facilities, for processing and presentation to the School Buildings Board.

Purpose

Emergent funding may be provided to address:

- unexpected major failure throughout a building which threatens the health and safety of students and staff;
- critical need for space due to unexpected, significant enrolment increases; and
- other unforeseen circumstances.

THE PROCESSING OF REQUESTS FOR SCHOOL BUILDING PROJECTS

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THE PROCESSING OF REQUESTS FOR SCHOOL BUILDING PROJECTS

3.A SCHOOL BOARDS SUBMIT REQUESTS FOR SCHOOL BUILDING PROJECTS

Project Justification

Prior to submitting their requests for school building projects, school boards must assess facility needs and develop a facility plan for their entire jurisdiction. All possible alternatives for delivering education programs and accommodating students must be considered. Capital applications to the School Buildings Board for new construction and modernization projects must be accompanied by a five-year facility plan.

Planning

School boards must assess facility needs and develop a facility plan for their entire jurisdiction.

School boards must **consider all possible alternatives** for delivering education programs and accommodating students. They may include:

- making more efficient use of existing space available in other schools or other facilities in the community, in other communities in the region, or in other school jurisdictions;
- sharing facilities with the community, other school boards or agencies,
- offering programs in business or industrial facilities in partnership with local businesses;
- operating schools for longer periods each day;
- year-round-schooling; and
- equipping schools with technology in lieu of building more traditional school buildings.

School boards should identify and incorporate cost-efficiency initiatives in their capital applications to reduce school capital spending.

New construction and modernization should be considered only when absolutely essential.

Applications for School Building Projects

1. School boards shall submit a one, two or three-year application, for school building projects other than BQRP projects, to the Assistant Director, School Facilities, by April 30, or as determined by the School Buildings Board, in order to be considered for school capital funding. Projects shall be ranked by school boards to reflect local priorities.

2. Capital applications must be accompanied by an up-dated five-year facility plan and a capital plan for the whole jurisdiction.

3. A school board motion is required for capital submissions, amendments and requests for reconsideration.

4. The School Buildings Board may require a school board to provide additional information relative to a proposed school building project.

5. When a project application is submitted that meets more closely the parameters of another program, School Facilities may transfer the application to the appropriate program. School boards will be notified of these changes.

6. Application forms (which are included in Appendix C) must be prepared for each project:

- Form A for New Construction — new construction, additions, portables
- Form B for Modernization
- Form C: Summary Form is required for each year

Individual applications must be submitted for (a) each project (within a facility) and (b) for each program (New Construction, Modernization) under which the project is funded. An example is presented in Figure 2.3.2.

Refer to the following sections for specific information on other applications such as CTS equipment and temporary leasing costs.

7. Applications to the School Buildings Board must be submitted to the Assistant Director, School Facilities, Alberta Education. The School Buildings Board will only deal with matters referred to it by school boards, and all submissions must be in written and documented form.

New Construction Applications

An application must be submitted for each school facility project and each sub-program: new construction, additions, portables. Applications are to be submitted on a completed Form A: "New Construction Project Application Form", and consist of:

- the completed application form, with an attached sketch plan, for each new school, addition, or portable project;
- a brief description of the proposed project;

- a report demonstrating that other alternatives are not available;
- a school board resolution accompanied by the board's priority ranking of all its project applications for each year under consideration and on a completed Form C: *"Summary Form - New Construction and Modernization Projects for the year ___"*; and
- the board's five year facility plan and a capital plan for the whole jurisdiction.

School boards must review needs for new space and substantiate their applications indicating that:

- additional space is needed based on space utilization data and enrolment projections for the next five years;
- no other space is available in another school in the jurisdiction, or in schools belonging to another jurisdiction in the community, or in the region, to which transportation may be feasible; and
- other facilities that could be used for instruction are not available in the community or region.

Example: Applications Required for Multi-type School Capital Projects.

A school board has planned construction for three separate school facilities. Each facility will require funding under separate capital programs (New Construction and Modernization) and in two instances construction will be defined under New Construction sub-programs (New Construction, Additions, or Portables). Each school and program type will require separate applications:

School	Program Type	Application Form Required
#1	Addition	Form A (New Construction)
	Modernization	Form B (Modernization)
#2	Addition	Form A (New Construction)
	Four Core Portables	Form A (New Construction)
	Modernization	Form B (Modernization)
#3	New Construction	Form A (New Construction)
	Two Core Portables	Form A (New Construction)

Note 1: School #2 and School #3 each require Two Form A applications.
Note 2: Modernization projects at School #1 and School #2 cannot be combined and incorporated under one application.

Figure 2.3.2 Applications Required for Multi-type School Capital Projects—An Example.

Modernization Applications

An application must be submitted for each project. Modernization applications cannot be combined with New Construction applications. Applications are to be submitted on a completed Form B: *"Modernization Project Application Form"*, with:

- the completed application form;
- a needs assessment report including educational needs and conditions of the building components and a sketch plan, brief description and cost estimate of the proposed project;
- a school board resolution accompanied by the board's priority ranking of all its project applications for each year under consideration and on a completed Form C: *"Summary Form - New Construction and Modernization Projects for the year ___"*; and
- the board's five year facility plan and a capital plan for the whole jurisdiction.

Modernization projects must be screened to ensure that they equal to or exceed $100,000 total project cost. Projects of lesser value are to be funded from the school board's BQRP block funding allocation.

CTS Equipment Funding Applications

Applications must be submitted before **April 30** and include the following:

- summary of plans for implementation of CTS, including projections of the strands, levels and modules that would be offered;
- current and 3-year projected enrolments for the school by grade and for the CTS program by strand;
- an inventory of existing CTS equipment for modernization projects;
- sketch floor plans and work descriptions of CTS facility projects; and
- information on joint planning and delivery with other school jurisdictions and/or communities to increase students' access to CTS programs.

Applications for Temporary Leasing Cost

A school jurisdiction requesting approval from the School Buildings Board for funding to cover the temporary leasing cost of a facility must submit the following information to School Facilities:

- the number of students and the programs that would be accommodated in the temporary facility;
- the enrolment projections for the next five years and the utilization rates of school facilities in the jurisdiction that are within busing distance of the students requiring temporary facilities;

- the availability of space in school facilities owned by other school jurisdictions that are accessible to the students requiring temporary facilities; and
- the area of space to be leased, the terms and conditions of the lease, the cost of the lease and any other information that is relevant to the lease.

Review of Applications

School board representatives must ensure that a project application falls within provincial guidelines for:

- **gross area,**
- **capacity, and**
- **capital cost guidelines,**

and that explanation is provided respecting any apparent discrepancy.

3.B ALBERTA EDUCATION REVIEWS SCHOOL BOARDS' REQUESTS FOR SCHOOL BUILDING PROJECTS

On receipt of the applications for capital funding, School Facilities staff review the applications for completeness. Alberta Education may request school boards to submit additional information to supplement their applications. The applications are also reviewed to ensure that the project falls within the provincial guidelines with respect to gross area, capacity and costs.

School Facilities staff evaluate all applications against the established provincial priorities and criteria and prepare recommendations to the School Buildings Board for decision.

3.C THE SCHOOL BUILDINGS BOARD MAKES DECISIONS ON REQUESTS FOR SCHOOL BUILDING PROJECTS

The Role of the School Buildings Board

The School Buildings Board is a five member, non-political board appointed by the Lieutenant Governor in Council to make decisions on school building projects according to provincial priorities and within the funding targets established by the government. A more detailed description of the School Buildings Board is provided in Appendix E.

Provincial Priorities for New Construction and Modernization

The provincial priorities for new construction and modernization capital funding allocations are:

(1) Projects vital to the health and safety of students and staff. These projects include replacement or essential modernization of a building or a large portion of a building to correct unsafe conditions or to prevent a major building failure.

(2) Projects designed to provide space to meet increases in enrolment where other alternatives are not available. School boards are required to review needs for new space and substantiate their applications indicating that:

- additional space is needed based on space utilization data and enrolment projections for the next five years;
- no other space is available in another school in the jurisdiction, or in schools belonging to another jurisdiction in the community, or in the region, to which transportation may be feasible; and
- other facilities that could be used for instruction are not available in the community or region.

(3) Projects designed to meet essential facility needs arising from obsolescence or to address critical need for additional instructional space to accommodate educational programs. Projects in this category will include:

- essential modernization of a deteriorated building or a large portion of a building;
- replacement of a deteriorated building where modernization/restoration is not feasible and the need for space is critical; and
- additions or portables to accommodate educational programs where the need for space is critical.

(4) Projects designed to provide a comprehensive modernization of existing facilities or additional non-instructional and gymnasium facilities.

(5) Other school or community-type needs.

Projects that incorporate cost-efficiency initiatives, all other things being equal, will be considered by the School Buildings Board for a higher ranking.

Project Approvals

The School Buildings Board reviews all projects requested by school boards and approves the highest priority projects in the province within the capital budget established by the provincial government.

The Minister of Education announces approved projects in the last quarter of the year. School boards will receive written notification of the School Buildings Board's decisions.

Projects not approved may be resubmitted for consideration in subsequent years.

School Buildings Board approval may be granted:

"In Principle"
or
"In Full"

Approval "In Principle" is given to allow school boards to proceed with planning and design.

Approval "In Full" is granted to allow school boards to proceed with tender and construction in accordance with the approved timelines. Alberta Education's capital funding is provided on a government fiscal year (April to March).

Retroactive approval will not be given for any project commenced by a school board without the prior approval of the School Buildings Board.

A school board may rescind an approved capital project by written notification to the School Buildings Board.

At the time of approval the following information for a school building project will be *established* by the School Buildings Board:

- total budget;
- capacity; and
- maximum gross area.

Project Budgets

Budgets will be established by the School Buildings Board for each approved capital project and will include the following capital cost components:

- building construction;
- consulting fees;
- project expenses;
- site development;
- furniture and equipment costs;
- CTS equipment for approved modernization or new construction (only if applicable); and
- other approved project costs.

COMPONENTS OF APPROVED BUDGET

Building Construction

(1) Funding for building construction component provides for the physical construction of a school facility and includes a distance allowance, if applicable, but does not include costs associated with site development or acquisition, furniture and equipment including CTS equipment, consultants' fees and project expenses. The following elements are considered to be included in the building construction component:

- building's substructure and structure;
- exterior walls and cladding;
- interior fixed partitions and moveable partitions;
- vertical movement systems (elevator, escalator);
- finishes (exterior and interior);
- fittings and equipment including items which may or may not be affixed to the building such as millwork including classroom shelving, storage units and counters, tack and chalk/white boards, library shelving and counter, gymnasium equipment including basketball backstops, climbing frames, floor inserts required for volleyball or badminton, gymnasium equipment storage, and dividers for classrooms and gymnasium;
- mechanical systems;
- electrical systems; and
- contingency allowance.

(2) Consultants' Fees

Funding is provided for **consultant fees** for services provided by architects, engineers and any other consultants such as facility planners, landscape architects, interior designers and equipment planners required to complete a school project.

(3) Project Expenses

Funding is provided for standard **project expenses** and services associated with a school building project, including:

- site survey;
- soils report;
- materials testing and reporting for items such as bore holes, compaction and soils, concrete and mortar;
- roof assessments, inspections and reporting as required;

- construction cost estimate (prepared by a Quantity Surveyor);
- environmental assessment (Level 1);
- provision of small scale plans of school buildings;
- building commissioning of mechanical and electrical systems;
- development and building permits; and
- printing and photo copying, plotting of computer generated drawings, communication such as postage, long distance telephone and courier charges, and travel.

(4) Site Development

Funding is provided for the development of a school site. The **site development** component may be comprised of the following:

- all site services for the school (water, sewer, gas, etc.);
- electrical and mechanical site services;
- telephone and data site services;
- fire protection;
- hard surfaces including fire lane(s); and
- landscaping.

Additional funding for **extraordinary site conditions** may be considered on a individual site basis. A school board must submit to School Facilities a consultant's report and an estimate of additional costs. The following conditions may be considered:

- grossly abnormal geotechnical conditions and site topography; and
- unusual local municipal bylaw requirements or local improvement charges.

(5) Furniture and Equipment

Funding is provided for basic **furniture and equipment** for approved capital projects. Furniture and equipment funding for approved capital projects does not include the following:

- technology components such as computer equipment, media retrieval centres and local area networks which are funded under the Instruction Block;
- fittings and equipment which are part of the building construction.
- addition or modernization of the types of facilities that do not require furniture and equipment;

Transfer of Funds Between Budget Components

A school board must not exceed the total budget approved by the School Buildings Board nor the approved building construction cost. However, if the school board can reduce the building construction cost to an amount that is less than the approved funding, the cost saving may be applied toward other project components such as furniture and equipment, site development, consultant fees or project expenses. Further, school boards have the flexibility to transfer the approved funding among the four components: consultants' fees, project expenses, site development, and furniture and equipment. Subject to prior approval from the School Buildings Board, cost savings from the building construction component may be applied to construction of additional space, an increase to the scope of a modernization project, or another capital project.

School boards are allowed to transfer monies between some project components; however, as the construction budget is fixed and cannot be exceeded, funds cannot be transferred to increase the construction budget.

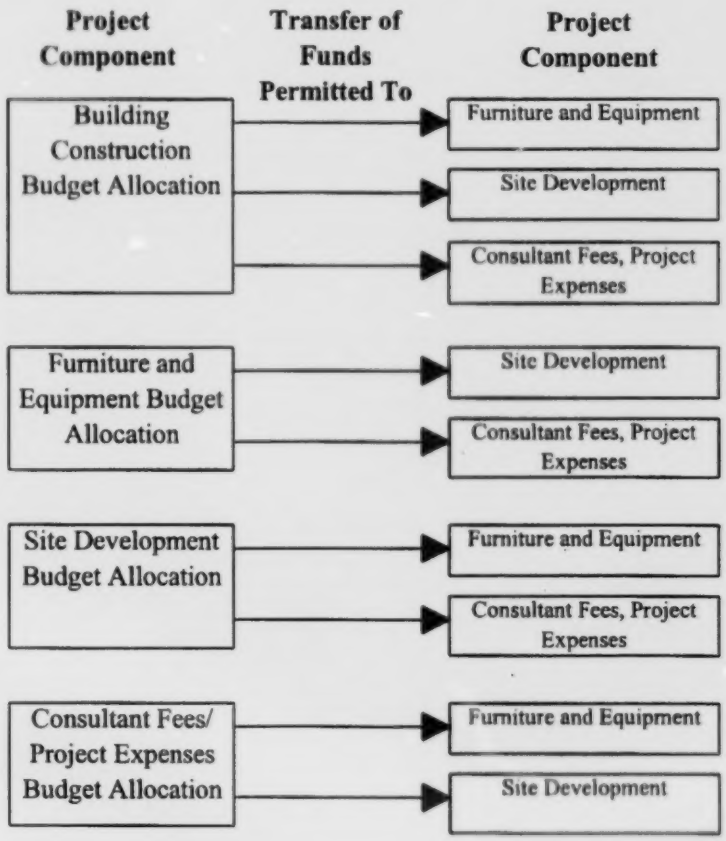

Figure 2.3.3. Transfer of Funds Between Project Components

Example: A school board determined that the use of spaces within its new facility must be flexible and decided that costly built-in millwork must be minimized. Non-fixed furnishings (e.g., metal component shelving rather than built-in shelving) were provided. In this case, any savings in funds identified for building construction may be transferred to the furniture and equipment budget. At the same time, the transfer of savings from the building construction budget to site development or consultant fees also would have been permissible.

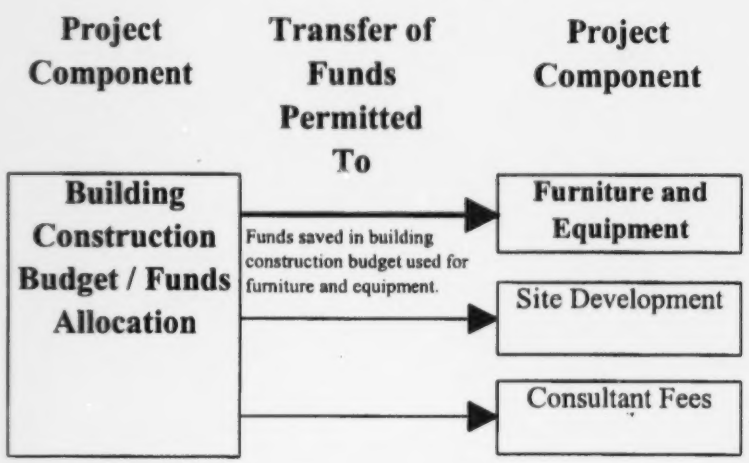
Project Component
Transfer of Funds Permitted To
Project Component
Building Construction Budget / Funds Allocation
Funds saved in building construction budget used for furniture and equipment.
Furniture and Equipment
Site Development
Consultant Fees

Figure 2.3.4. Transfer of Funds Between Project Components-An Example.

Other Decisions Made by the School Buildings Board

(1) Building Capacity Ratings

The School Buildings Board also reviews plans affecting area and capacity of school buildings, including alterations within existing schools that have the effect of changing the number of instructional areas or capacity.

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Records of capacity for all Alberta schools are maintained by Alberta Education, School Facilities. They reflect the capacity established at the time of construction, minus any exclusions or exemptions approved by Alberta Education.

(2) Project Cancellation

The approval for a new construction or modernization project which has not commenced i.e. submission of tender within one year of the date of the approval "In Full", may be withdrawn unless a school board notifies the School Buildings Board and provides justification as to why the project should not be cancelled.

(3) Amendments of School Buildings Board Approvals and Emergent Projects

School boards wishing to have the School Buildings Board deal with an emergent item or amend an original approval or approved project, must forward their request to the Assistant Director, School Facilities, for processing and forwarding to the School Buildings Board.

(4) Temporary Lease Space

School boards wishing to have the School Buildings Board deal with a need for the temporary lease of instructional space must forward their request to the Assistant Director, School Facilities, for processing and forwarding to the School Buildings Board.

Requests on the above will be placed on the agenda for action at the earliest scheduled meeting of the School Buildings Board.

3.D THE MINISTER OF EDUCATION ANNOUNCES DECISIONS ON SCHOOL BUILDING PROJECTS

After decisions on capital applications have been made by the School Buildings Board, the Minister of Education announces project approvals in the last quarter of the year. Approval "In Principle" allows school boards to proceed with planning and design. Approval "In Full" allows school boards to proceed with tender and construction in accordance with the approved timelines.

THE CONSTRUCTION OF SCHOOL BUILDING PROJECTS

SECTION		PAGE
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4.A THE SCHOOL BUILDINGS BOARD INFORMS SCHOOL BOARDS OF THE AMOUNT OF FUNDING AND MAXIMUM AREA AND CAPACITY OF APPROVED PROJECTS

The School Buildings Board notifies school boards in writing of its decisions, the amount of funding and the maximum area and capacity of approved projects.

The Amount of Funding Provided for School Building Projects

The School Buildings Board authorizes a total budget for each approved school building project. Budgets provide for the costs of building construction, consulting fees, project expenses, site development, furniture and equipment costs within the provincial capital cost guidelines established by Alberta Education. Boards must complete projects within the budgets approved by the School Buildings Board.

Schedule of Basic Building Construction Support Prices

Type of Construction	Basic Building Construction Funding ($ per Square Metre)
New Schools and Large Additions (Over 1,000 square metres)	
Elementary	892
Junior High	931
Senior High	991
Small Additions (Under 1,000 square metres)	
Elementary	965
Junior High	1,007
Senior High	1,072
Core Portables	710
Self-contained Portable Schools	710
Free-standing Portable Schools	570

The Basic Building Construction Cost includes a contingency allowance, but does not include costs associated with site development or acquisition, purchase of furniture and equipment, consultant fees and project expenses.

Location of Differentials and Distance Allowances

The following increase in funding per square metre is provided as a result of location and distance.

	Major Project (over $1M)		Minor Project (under $1M)	
	Permanent	Portable	Permanent	Portable
Location Differential	($ per square metre)			
Edmonton and Calgary	0	0	0	0
Red Deer and Lethbridge	20	15	10	10
Medicine Hat	35	15	20	10
Grande Prairie	75	35	35	25
Fort McMurray	90	45	55	30
Lloydminster	55	30	30	15
Distance Allowances	($ per square metre)			
0 - 100 kilometres	0	0	0	0
100 - 200	35	20	25	15
200 - 400	70	45	55	30
400 - 600	105	55	90	45
Over 600	160	95	145	70

For the purpose of this schedule, the major urban centres are Edmonton, Calgary, Red Deer, Lethbridge, Medicine Hat, Fort McMurray, Grande Prairie, and Lloydminster.

Funding will be calculated by adding to the "Basic Building Construction Funding Per Square Metre" first a location differential and then a distance allowance.

For projects where distance can be calculated from more than one major urban centre, the additional funding will be the lowest of the calculated amounts.

Special distance allowances will be added to the basic building construction funding per square metre for school building projects approved for the Northland and Fort Vermilion school jurisdictions. Allowance to be added for permanent type of construction is $273.00 per square metre. Allowance to be added for portable classroom construction is $208.00 per square metre.

Funding Guidelines for Consultant Fees, Project Expenses, Site Development, Furniture and Equipment

Total Project Value	Consultant Fees and Project Expenses (%)						Site Development (%)		Furniture and Equipment (%)	
	Elem		Jr		Sr		Elem	Jr/Sr	Elem	Jr/Sr
	Fee	Exp	Fee	Exp	Fee	Exp				
Addition										
< $0.5M	8.5	3	9.5	3	9.5	3	6	8	8	8
$0.5 M - $1.2M	8	3	9	3	9	3	6	8	8	8
$1.2M - $2.5M	7.75	3	8.5	3	8.75	3	6	8	8	8
$2.5M - $5.0M	7.5	3	8	3	8	3	6	8	8	8
>$5.0M	7	3	7.5	3	7.5	3	6	8	8	8
Replacement Addition	same as above						4	5.4	4	4
New Schools										
$2.5M - $5.0M	7.5	3	8	3	8	3	9	10	9	9
$5.0M - $8.0M	7	3	7.5	3	7.5	3	9	10	9	9
Replacement School (on same site)	same as above						6	6.7	4.5	4.5
Modernization										
< $0.5M	12	2	12	2	12	2	5	5	4	4
$0.5 M - $1.2M	12	2	12	2	12	2	5	5	4	4
$1.2M - $2.5M	11.75	2	11.75	2	11.75	2	5	5	4	4
$2.5M - $5.0M	11	2	11	2	11	2	5	5	4	4
>$5.0M	10.5	2	10.5	2	10.5	2	5	5	4	4

The consultant fees, project expenses, site development, and furniture and equipment components are funded separately from the Building Construction cost component. Funding for these components are percentages based on the Building Construction component.

Funding guidelines for consultant fees and project expenses shown in this schedule are for the building construction component. Additional consultant fees and expenses required for site development or furniture and equipment components are included in the funding guidelines for these components. School boards have the flexibility to transfer the approved funding among the four components: consultant fees, project expenses, site development, and furniture and equipment. However, school boards must not exceed the building construction funding approved by the School Buildings Board, nor can boards exceed the approved total project budget.

Funding Extraordinary Circumstances

Additional funding will be provided to address extraordinary soil conditions, site restrictions, or other extraordinary conditions determined by the School Buildings Board on an individual submission basis.

Maximum Gross Area of School Building Projects

A maximum gross area for a permanent or portable construction project is established by the School Building Board.

For new construction projects approved by the School Buildings Board, the following School Facility Area Guidelines are used to determine maximum gross area, including mechanical mezzanine.

TABLE A: FUNDED INSTRUCTIONAL AREA GUIDELINES

	Type	Grades	Capacity	Number	Maximum Size
1	Classroom	All	Any	Any	80 m^2 each
	Portable Classroom	All	Any	Any	70 m^2 each
2	Science Classroom	1 - 3	Any	0	0
		4 - 6	Any	1 for each 200 rated capacity and another for the remainder of 100 or more rated capacity	95 m^2 each, includes storage
		7 - 9	Any	1 for each 200 rated capacity and another for the remainder of 100 or more rated capacity	120 m^2 each, includes storage
3	Ancillary	1 - 12	0 - 200 201 - 400 401 - 600 601 - 800 801 - 1000 1 additional ancillary for every 200 capacity	2 3 4 5 6	first and fifth ancillary will be 130 m^2, all others will be 90 m^2

TABLE A: FUNDED INSTRUCTIONAL AREA GUIDELINES (cont'd)

	Type	Grades	Capacity	Number	Maximum Size
4	Gymnasium/ Physical Activity Area	1 - 6	0 - 150 151 - 300 301 - 625 626 - 940		150 m^2 250 m^2 430 m^2 595 m^2
		7 - 9	0 - 150 151 - 300 301 - 625 626 - 940		250 m^2 430 m^2 595 m^2 815 m^2
		10 - 12	0 - 150 151 - 300 301 - 625 626 - 940 941 - 1,250 1,251 - 1575		250 m^2 550 m^2 690 m^2 1,050 m^2 1,325 m^2 1,675 m^2
5	Gymnasium Storage	All	All	Any	10% of gymnasium size to a maximum of 100 m^2
6	Library	1 - 6	Any	Any	40 m^2 /100 student places + 20 m^2 for Electronic Media
		7 - 9	Any	Any	40 m^2 /100 student places + 30 m^2 for Electronic Media
		10 - 12	Any	Any	45 m^2 /100 student places + 40 m^2 for Electronic Media
7	Business Education	1 - 6	Any	0	
		7 - 9	Any	1 for each 300 rated capacity and one for remainder of 100 or more rated capacity	115 m^2
8	Career and Technology Studies	7 - 12	To be determined by the School Buildings Board on the basis of CTS strands and enrolments.		

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TABLE B: FUNDED NON-INSTRUCTIONAL AREA GUIDELINES

Non-Instructional Area			School Facility	
Type	**Suggested Units**	**Total Maximum Area (m^2)**	**Grades**	**Total Rated Capacity**
1.0 Administration				
• Principal Office	1	15	All	Any
• Vice Principal Office	0	0	All	0 - 200
	1	12	All	over 200
• Administration	0	0	All	0 - 400
	1	10	All	401 - 600
	2	20	All	601 - 800
	3	30	All	801 - 1,000
• General Administration (Workstations, equipment, filing)	n/a	20	All	0 - 200
		30	All	201 - 400
		45	All	401 - 600
		60	All	601 - 800
		70	All	801 - 1,000
• Conference (meeting room)	0	0	All	0 - 400
	1	20	All	401 - 600
	1	30	All	601 - 800
	1 - 2	40	All	801 - 1,000
2.0 Counseling (office, interview, resource)	1	10	All	0 - 400
	2	20	All	401 - 600
	2 - 3	30	All	601 - 800
	3 - 4	40	All	801 - 1,000

TABLE B: FUNDED NON-INSTRUCTIONAL AREA GUIDELINES FOR ADDITION PROJECTS (cont'd)

Non-Instructional Area			School Facility	
Type	**Suggested Units**	**Total Maximum Area (m^2)**	**Grades**	**Total Rated Capacity**
3.0 Staff				
• Staff Lounge	1	25	All	0 - 200
	1	35	All	201 - 400
	1	45	All	401 - 600
	1 - 2	55	All	601 - 800
	1 - 2	65	All	801 - 1,000
• Staff Work	1	20	All	0 - 200
	1	30	All	201 - 400
	1 - 2	40	All	401 - 600
	1 - 2	60	All	601 - 800
	1 - 3	80	All	801 - 1,000
• Washrooms (Male)	n/a	4	All	0 - 600
		8	All	601 - 1,000
(Female)	n/a	6	All	0 - 600
		12	All	601 - 1,000
4.0 Infirmary	1	20	All	0 - 200
	1 - 2	30	All	201 - 400
	1 - 2	40	All	401 -1,000
5.0 Kitchen	1	10	All	0 - 200
	1	15	All	201 - 400
	1	20	All	401 - 600
	1	25	All	601 - 800
	1	30	All	801 - 1,000

TABLE B: FUNDED NON-INSTRUCTIONAL AREA GUIDELINES (cont'd)

Non-Instructional Area			School Facility	
Type	**Suggested Units**	**Total Maximum Area (m^2)**	**Grades**	**Total Rated Capacity**
6.0 Mechanical Service Area on Ground Floor*	n/a	40	All	0 - 200
		60	All	201 - 400
		80	All	401 - 600
		100	All	601 - 800
		120	All	801 - 1,000
7.0 Physical Education	2	40	Elementary	0 - 300
• Change Area	2	60	Elementary	301 - 625
	2	75	Elementary	626 - 940
	2	90	Elementary	941 - 1,250
• Office Area	1	10	Elementary	0 - 625
	2	20	Elementary	626 - 940
• Shower and Change Area	2	90	Junior High	0 - 300
	2	110	Junior High	301 - 625
	2	130	Junior High	626 - 940
	2	170	Junior High	941 - 1,250
• Office Area	1	10	Junior High	0 - 300
	2	20	Junior High	301 - 625
	2+	30	Junior High	626 - 1,250
• Shower and Change Area.	2	100	Senior High	0 - 300
	2	125	Senior High	301 - 625
	2	150	Senior High	626 - 940
	2	250	Senior High	941 - 1,250
• Office Area	1	10	Senior High	0 - 300
	2	20	Senior High	301 - 625
	2+	30	Senior High	626 - 940
	2+	40	Senior High	941 - 1,250
8.0 Student Areas				
• Gathering	n/a	Capacity x .8 x $.3m^2$	All	
• Washrooms	n/a	Capacity ÷ 25 x $3m^2$	All	

*Mechanical service areas on other floors and other building services areas (electrical, telecommunications servicing, etc.) are included in Type 9.0 (circulation, building services, wall circulation and storage areas).

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TABLE B: FUNDED NON-INSTRUCTIONAL AREA GUIDELINES (cont'd)

Non-Instructional Area			School Facility	
Type	**Suggested Units**	**Total Maximum Area (m^2)**	**Grades**	**Total Rated Capacity**
9.0 Circulation, Building Services, Wall and Storage Areas				
• Circulation and Building Services	n/a	Instructional Area x 25 %	All	Any
• Wall Area	n/a	Instructional Area x 12 %	All	Any
• Storage Area (general and custodial)	n/a	Instructional Area x 3.5 %	All	Any

SCHOOL FACILITY AREA GUIDELINES

TABLE C: FUNDED FACILITY—MAXIMUM AREA FOR CAPACITY

TABLE C.1: NEW SCHOOL FACILITY

Total Student Capacity	Maximum Area (m^2) by Occupancy Type		
	Elementary	Junior High	Senior High
	Total Area	Total Area	Total Area
150	1,545		
200	1,840		
250	2,185	2,610	2,840
300	2,455	2,940	3,170
350	3,025	3,495	3,700
400	3,315	3,765	3,970
450	3,710	4,210	4,420
500	3,985	4,535	4,750
550	4,255	4,810	5,025
600	4,525	5,080	5,300
650	5,240	5,900	6,335
700	5,510	6,275	6,715
750	5,780	6,545	6,990
800	6,070	6,705	7,150
850	6,450	7,200	7,650
900	6,725	7,650	7,980
950	7,365	8,295	8,700
1,000	7,655	8,620	9,220

TABLE C.2: CORE SCHOOL (EXPANDABLE-CONTRACTABLE) FACILITY

Core Student Capacity	Maximum Area (m^2) by Occupancy Type		
	Elementary Core Area	Junior High Core Area	Senior High Core Area
150	2,080		
175	2,215		
200	2,370		
225	2,510	2,970	
250	2,645	3,105	
275	2,900	3,430	
300	3,105	3,640	3,855
325	3,240	3,775	3,995
350	3,375	3,910	4,130
375	3,510	4,045	4,270
400	3,645	4,180	4,405
450		5,000	5,445
500		5,210	5,655

TABLE C.3: PORTABLE SECTION SCHOOL FACILITY

Type of Facility		Total Student Capacity	Gross Area (m^2)
Core School Expandable-Contractable	Self-Contained		
1 Classroom		25	100
2 Classroom		50	200*
4 Classroom		100	400
6 Classroom		150	600
8 Classroom		200	800
	Basic	50	330
	Basic	75	700
	Basic	100	820
	Basic	125	950
	Basic	150	1,280
	Basic	200	1,740

Note: First two core portables attached to a school are approved for 210m^2 to allow for connecting corridor.

Total Capacity of School Building Projects

A total capacity for a school building or a school building project is established by the School Buildings Board. A total capacity is calculated by adding together the number of student places designated to the instructional area of a school building or a school building project as follows:

	Instructional Area	Number of Student Places
i)	for each classroom, science room, ancillary classroom, portable classroom or business education area	25
ii)	for each home economics, industrial arts, vocational shop or CTS area	20
iii)	for each special education instructional area	10

4.B SCHOOL BOARDS PLAN PROJECTS AND REPORT PROGRESS TO ALBERTA EDUCATION

Procedures for Project Implementation

The following are procedures for project implementation after a project has been approved "In Principle" or "In Full" by the School Buildings Board.

(1) Intent to Proceed "Approval in Full" and "Approval in Principle"

School boards shall submit a motion of "Intent to Proceed" to School Facilities and the following documentation for each project:

- financing resolution, and
- project cost summary.

Alberta Education will review this information and authorize a payment of 10 percent of the funding approved by the School Buildings Board.

(2) a) Commissioning a Prime Consultant

After approval "In Principle" is received from the School Buildings Board, the school board may hire a prime consultant for a construction project and enter into formal agreement for complete architectural and engineering services. The Alberta Building Code defines which consultants' services are required for various types of projects, and/or

b) Selecting Proposals for Construction or Project Management Services

If a school board decides to use a construction or project management scheme as an alternative to tendering in accordance with section 3 of the School Buildings and Tendering Regulation, it must publish a notice for a call for construction or project management services proposals and submit the proposal it wishes to accept to School Facilities for Ministerial approval. After approval is granted by the Minister, the school board may enter into a contract with the construction or project management firm.

(3) Schematic Plans and Preliminary Cost Estimates

The school board must submit one set of schematic plans and cost estimates to the Assistant Director, School Facilities, for review at the completion of the preliminary design phase and before the commencement of detailed design and preparation of working drawings. The school board must confirm that the total area, capacity and cost estimates are within the amounts approved by the School Buildings Board.

(4) Final Plans and Pre-tender Cost Estimates

The school board must submit, before the tender call, one set of final drawings, specifications and pre-tender cost estimates to School Facilities for review. The school board again must confirm that the total area, capacity and cost estimates are within the amounts approved by the School Buildings Board.

The school board must submit project drawings and specifications to the accredited local municipality or an accredited corporation or agency in accordance with the Alberta Safety Codes Act.

(5) Tenders

After approval "In Full" for a capital project is given by the School Buildings Board, the school board may proceed with tendering the project or the subtrades, in the case of an alternate scheme of construction, in accordance with the School Buildings and Tendering Regulation.

If a school board uses a construction or project management scheme, it must publicly tender each subtrade which equals or exceeds $100,000 and at least 90 percent of the total construction work of the project.

4.C SCHOOL BOARDS SUBMIT PROJECT TENDER(S) OR SUBTRADE TENDER(S) TO ALBERTA EDUCATION

(1) Approval of Project Tender or Subtrade Tender

The school board must submit to School Facilities, for Ministerial approval, a tender for each new construction or modernization project or, in the case of an alternate scheme of construction, each subtrade tender which equals or exceeds $100,000 in construction costs. Refer to Appendix B.2 for requirements.

(2) Contract

After a project tender or a subtrade tender has been approved, the school board must submit, to School Facilities, a copy of the contract with a contractor or a subcontractor, or in the case of a day labour scheme, written notification of commencement. A contract that is dated prior to the date of Ministerial approval of a tender is not legally binding.

4.D SCHOOL BOARDS CONSTRUCT PROJECTS AND REPORT PROGRESS TO ALBERTA EDUCATION

When the school board submits a signed contract with a general contractor, or subcontractors, or in the case of a day labour, notice of project commencement, School Facilities will authorize a payment of an additional 40 percent of the provincial funding after April 1 so that construction may proceed.

If there are any major construction problems at any time during the construction that would affect the project budget, the school board must notify School Facilities within two weeks.

As the construction approaches 50 percent completion, the school board may submit a progress certificate issued by the prime consultant and an updated project cost summary. School Facilities will authorize the release of a third advance of 40 percent of the provincial funding.

When the school board submits a Certificate of Substantial Performance of Work, verified by the prime consultant, a fourth advance representing the balance of the provincial support, less any construction deficiency amount, will be made.

Project Close Out Requirements

Upon completion of the project, the school board must submit to School Facilities a Statement of Final Costs and a Certificate of Total Performance of the Work for each project and for each funding program on the forms provided. The school board must also submit updated or new small scale plans in the format established by School Facilities.

School Facilities will prepare a Final Statement of Eligible Costs and Support and the final grant payment, if applicable, will be made.

When a Statement of Final Costs is processed by School Facilities and the final funding payment is made, the project is considered complete. No further funding payment will be issued.

4.E SCHOOL BOARDS RECEIVE FUNDING PAYMENTS FOR SCHOOL BUILDING PROJECTS

Payments are predicated on the school board applying local capital building reserves as at February 15, 1994, to the approved costs of projects authorized by the School Buildings Board. Alberta Education will pay the cost of approved projects after the reserves are depleted.

New Construction and Modernization

The sequence of payments is as follows:

- First advance—10% following School Facilities' receipt of a school board motion to proceed, financing resolution, a project cost summary, and confirmation of School Buildings Board approval.
- Second advance—40% after April 1 and following Ministerial approval of tender and submission of signed contract with a contractor or subcontractors, in the case of a construction or project management scheme, or notification of the commencement of construction when a day labour scheme is used.
- Third advance—40% following receipt of a progress certificate verified by the prime consultant and an updated project cost summary indicating that construction is approaching 50%.
- Fourth advance— the balance less deficiencies hold back following receipt of a Certificate of Substantial Performance of Work verified by the prime consultant.

- Final payment—following submission of Certificate of Total Performance and Statement of Final Costs. The submission of the Statement of Final Costs must include the interest earned on the funding advances for a project.

School boards are required to pay GST on projects. Alberta Education allocates 2.24 percent of a project budget for payment of the non-refundable portion of GST.

The approval of a project which has not commenced (i.e., submission of tender) within one year of the date of the approval "In Full", may be withdrawn unless a school board notifies the School Buildings Board in writing and provides justification as to why the project should not be canceled.

The school board must adhere to the expenditure schedule established for an approved project. When extension of the project's schedule becomes inevitable, the school board must submit to the School Building Board an application for a time extension.

Other Capital Financing Available to School Boards

The costs of capital projects approved by the School Buildings Board are fully funded within the provincial cost guidelines established by Alberta Education.

The following methods to obtain capital financing are also available to a school board, with prior approval of the Minister or the School Buildings Board:

- local capital building reserves for school projects;
- proceeds of sale of real property;
- proceeds of property insurance; and
- contributions from federal or municipal governments or the community.

4.F SCHOOL BOARDS MAY HOST OFFICIAL OPENINGS OF SCHOOL BUILDING PROJECTS

The following practices will be followed with regard to presentations at official school openings.

(1) For all government funded projects; school boards are presented with the provincial Coat of Arms, an Alberta flag and a bronze plaque.

(2) For projects not funded by government, school boards are presented with the provincial Coat of Arms, an Alberta flag and a commemorative certificate designed by Alberta Education's Communications Branch.

(3) Bronze plaques and commemorative certificates will be presented by the Minister or a department representative on behalf of the government.

(4) The provincial Coat of Arms will be presented by the MLA for the constituency in which the school is located.

(5) In the event that both the Minister of Education and the Government MLA are unable to attend, Alberta Education will designate a representative.

Notice of School Opening

School boards are required to notify School Facilities at least one month prior to an official opening in order to allow sufficient time for manufacturing of presentation items.

APPENDIX A

GLOSSARY OF TERMS

A

AAA	Alberta Association of Architects
ABC	Alberta Building Code
Act	Refers to the Province of Alberta *School Act*. The *School Act* sets out the legal parameters that govern the education of students in Alberta. The management, operations and powers of local school boards are also specified within the Act. Nothing in Alberta Education's regulations, policies or procedures can detract from the objectives and underlying principles of the Act.
Allowable Area	Amount of space defined by guidelines for school facilities.
Alternative Schemes of Construction	Refer to School Buildings and Tendering Regulation 383/88.
Alternatives to Construction	Solutions for the accommodation of students that do not require the construction of school facilities. Such alternatives may include the expanded use of technology, introduction of year round schooling, an extended school day, leased space, or the sharing of facilities with other institutions.
Alternatives to Tendering Procedures	Refer to School Buildings and Tendering Regulation 383/88.
Ancillary Space	Instructional areas used for drama, music, arts, and other multi-purposes.
Approval	"Approval" must be obtained from the School Buildings Board for every school building project intended by a school jurisdiction, as stipulated within the School Act.
Approval "In Principle"	The School Buildings Board gives approval to school boards to proceed with planning and design of a school building project.
Approval "In Full"	The School Buildings Board gives approval to school boards to proceed with the tender and construction of school building projects.

Architectural Services	Are expressed as seven phases of services as outlined in the 'Client/Architect Agreement' and include: - Predesign - Schematic Design - Design Development - Construction Documents - Bidding Negotiation - Construction - Contract Administration - Post-Construction and Supplemental Services.
Area	Numerical amount of space expressed in square metres or hectares.
ASBA	Alberta School Boards Association
ASBOA	Association of School Business Officials of Alberta
Assessment and Utilization Report	A report from Alberta Education that provides total capacity and utilization rates for a jurisdiction and its school facilities.
ATA	Alberta Teachers' Association

B

Barrier Free	The Alberta Building Code defines the requirements to ensure that a school facility can accommodate people with special needs.
Board	Refers to the School Buildings Board as defined in Part 7 Division 2 of the Act.
BQRP - Block funding	Building Quality Restoration Program—all school boards are block-funded based on enrolments, area, distance, and non-refundable GST.
Building Element	An 'element' is a major component which is common to most buildings and serves the same function regardless of design, specification or construction.
Built-in Furniture	See 'Millwork'
Budget	See 'Project Budgets'

C

Callable	Used in reference to cancellation of a rental lease agreement in order that a school jurisdiction may cancel a lease and therefore recover school space.
Capacity	The 'capacity' of a new school and the method by which it is established as approved by the School Buildings Board. Records of capacity for all Alberta schools as maintained by Alberta Education School Facilities, reflects the capacity established at the time of construction, minus any exclusions or exemptions subsequently approved by the School Buildings Board.
Capacity Exemption	A school board may request the School Buildings Board to exempt a school space from an assigned student capacity and thus reduce the facility's total capacity.
Capacity Rating	The number of students a facility has been designed to accommodate. Refer to 'Total Capacity' and 'Net Capacity'.
Capital Block	Under Alberta Education's funding framework the 'Capital Block' provides for the cost of school building projects supported by Alberta Education.
Capital Cost Guidelines	Are provided in Support Schedules which list the maximum value of work (construction, consultant fees, site development, furniture and equipment, etc.) which is supported by the School Buildings Board.
Capital Plan	The "Capital Plan" is a one, two or three-year listing of new construction and modernization projects. Included in the plan are budget submissions identifying school boards' priority capital projects and descriptions of past enrolments and 5-year projections.
CEFP/I	Council of Educational Facility Planners/International
Census Data	Accurate population information for a specific geographical area obtained from Statistics Canada.
Certificate of Substantial Performance of Work	Is a standard certificate issued by a contractor and verified by a prime consultant to indicate that construction work is substantially complete and the building is ready for use as per Canadian Construction Document Committee (CCDC) document 2.

Certificate of Total Performance	Is a standard certificate issued by a contractor and verified by a prime consultant to indicate that all work has been performed to the requirements of the construction contract documents as per Canadian Construction Document Committee (CCDC) document 2.
Clerk of the Works	An on site representative engaged by the school board to represent the board on the construction site.
Code Requirements	Are the minimum requirements for construction defined by the Alberta Building Code.
Composite Senior High School	A high school designed to provide students with academic, fine arts, and practical arts programs.
Construction Phase	A stage in the development of the project that occurs after the construction contract has been awarded and until the certificate of substantial completion has been issued.
Construction Progress Certificate	A schedule of the value of various parts of the construction work and the value completed to date as per Canadian Construction Document Committee (CCDC) document 2—Stipulated Price Contract.
Consultant	An individual or entity retained by a school jurisdiction to provide specific services during a prescribed period.
Core Area	The space that is provided to meet the needs of the regular curriculum, including administrative and service areas.
Core School	A school building, which is constructed to be permanently located, and can be expanded or contracted by the addition or removal of portable classrooms. A "6 x 6 school" is a core school that consists of a core section with a capacity for 225 students that can have six portable classrooms added with a capacity of 150, for a total capacity of 375 students. An "8 x 8 school" means a core school that consists of a core section with a capacity for 300 students that can have eight portable classrooms added with a capacity of 200, for a total capacity of 500 students.
CTS	Career and Technology Studies

D

Distance Allowance	Is additional funding for construction, provided on a square metre basis, for projects that are distant from the closest major centre, either Calgary or Edmonton.
District Utilization Factor	See "Utilization Ratio"

E

ECS	Early Childhood Services
EIA	Educational Impact Assessment
Elementary School	A facility which provides school space for grades 1 through 6 and ECS.
Emergent Item	An unforeseen development or expenditure.
Equivalent Full Time Occupancy	"Equivalent Full Time Occupancy" is used as a measurement of space utilization. Enrolment is calculated on the number of student spaces occupied throughout the school day. Part time student use is expressed in terms of full time equivalent students (FTEs).
ESL	English as a Second Language
Expandable/Contractible	See "Core School"
Expenditure Schedule	Schedule of projected payments and amounts to complete the project.

F

Facilities Master Plan	A general or broad plan for facilities and facility development within a school jurisdiction.
Facility	Site, building or space within a building which serves a number of specified space functions.
Facility Evaluation	Assessment of facility characteristics, which includes site, architectural and engineering components, maintenance planning, safety, adequacy and environment protection, to determine its ability to accommodate current and future needs.
Facility Project Plan	A specific step by step plan which may be followed for an educational facility project.

Final Statement of Eligible Costs and Support	A statement prepared by the School Facilities that lists all support costs of a school building project prior to issuance of a project's final funding payment.
Financing Resolution	A board motion indicating total project cost and sources of funds. Refer to Alberta Education's sample resolution form.
Fiscal Year	Alberta Education's fiscal year starts on April 1st and ends on March 31st of the following year.
Freestanding Portable	See 'Portable-freestanding'
FTE	Full Time Equivalent. Refer to 'Equivalent Full Time Occupancy'.
Funded Facility Area	That portion of a facility which is supported by Alberta Education.
Funding Framework	The method Alberta Education uses to allocates funds to school boards using three blocks: Instruction Block, Support Block and Capital Block.
Funding Payments	Revenue provided to school boards for school building projects in accordance with Alberta Education's approved budget schedule.
Funding Payment Schedule	See 'Payment Schedule'
Furniture	Includes basic furnishings such as desks, seating, storage cabinets, tables and fixtures which are normally provided under a contract separate from the general construction contract.

G

Gross Area	The area within the perimeter of a school building. It is measured from outside to outside of the building's exterior finish.
GST	Goods and Services Tax

H

hp	Horse power

I

Impact Assessment	Determination of the impact which may occur when a site is developed. The more commonly required assessments include environmental, archeological and heritage building projects.
Instructional Area	Those areas of a school building that are designated for purposes of instruction, examinations, and other student activities where direct or indirect student-teacher interaction is maintained or scheduled. Also included are storage areas considered directly related to various instructional areas (i.e., gym storage, drama storage, and science preparation areas).
Instructional Block	Under Alberta Education's funding framework the "Instructional Block" provides for the cost of principals, teachers, instructional support staff, learning resources, and supplies, equipment, and furnishings used in the instructional program.
Inventory of Space	A listing of a school jurisdiction's owned or leased facilities, which includes facility area and usage.

J

Junior High	A facility which provides educational space for grades 7 through to 9.

L

Legislation	Refer to "*School Act*".
Legislative Authority	The School Capital Funding Policies, Regulations and Guidelines Manual represents various terms and conditions established by the Minister under which a board may engage in a school building project under Part 7, Division 2 of the *School Act*; pursuant to Appendix D.1, Alberta Regulation 383/88 s.2., School Buildings and Tendering Regulation. School authorities that access funding grants are required to comply with the policies, regulations and guidelines.
Life Cycle Costing	Process that examines all costs associated with a facility project for the extent of its lifetime.

M

Modernization Project	The essential restoration of an entire or a portion of a school facility to improve its functional adequacy and suitability for present and future educational programs. Projects funded under Alberta Education's Modernization program have a total value that exceeds $100,000.

Major Urban Centres	Defined by Alberta Education as Edmonton, Calgary, Red Deer, Lethbridge Medicine Hat, Fort McMurray, Grande Prairie, and Lloydminster.
Maximum Building Gross Area	Is the gross area for new construction capital projects and portable classrooms for funding by the School Buildings Board. The current Alberta Education School Facility Area Guidelines will be used to determine maximum gross area.
Mechanical Areas	Space included in the gross area calculation for mechanical and/or electrical plant and equipment.
Millwork	Built-in cabinet work or customized furnishings of wood supplied under the general construction contract including cupboards, counters, benches, shelving, mirrors, chalk and tackboards, and built in seating provided by millwork subtrades.
Modular	A building material or component developed as a standard which can be variously fitted together or has been designed as a detachable unit fitted for a specific purpose such as a classroom or laboratory.

N

Needs Assessment Report	Report which outlines a jurisdiction's educational needs, conditions of building components, sketch plan(s), brief description and cost estimate of proposed project(s).
Net Jurisdictional Capacity	Total capacity rating of all schools in a school jurisdiction reduced by approved leases and exemptions.
New Capacity	In the event that a new construction project adjusts the capacity rating, a new capacity will be incorporated to reconcile the school board's total capacity one year after the date of Ministerial approval of the tender or alternate to tender scheme of construction.
New Construction Program	Refers to projects that are complete facilities, additions to existing facilities or portable (relocatable) classrooms.
Non-Instructional Area	Areas of a school building that are designated for administration, general storage, staff room and staff work area, infirmary, washroom, shower and change rooms, mechanical and electrical areas, entrances, circulation areas, elevators, ramps, and exterior walls.

O

On Site Services	The services such as water, sewer, gas, telecommunication and electrical lines located on the school site.

P

Payment Schedule	The payment amounts to school jurisdictions that will be issued by Alberta Education for the support of approved school building projects.
Permanent Construction	A construction project that does not include portable units.
Physical Appraisal	An assessment and testing of existing facility areas, conditions, capabilities and adequacy.
Policy	"Policy" provides Alberta Education's position on significant educational issues. A policy statement is the major guide to future discretionary action. Official policies appear within the Alberta Education Policy Manual.
Portable - Freestanding	A facility constructed for relocation from site to site and installed without physical connection to a facility of permanent construction.
Portable - Self-contained	A free standing portable with washroom facilities.
Post Occupancy Evaluation	The 'post occupancy evaluation' process is used to assess the effectiveness of the overall facility planning strategy used in the development of a school building project.
Prime Consultant	Consultant or firm appointed by a school board to design and administer a capital project and to direct subconsultants.
Program Stage	First stage in the planning of a facility where the educational and facility requirements are defined.
Project	Capital funding is provided for a 'project' which usually involves building construction but may be limited to furniture and equipment and purchase and/or development of site.
Project Budgets	The 'project budget' for an approved capital project approved by the School Buildings Board which provides funds for costs such as building construction, consulting fees, project expenses, site development and furniture and equipment costs.
Project Cost Summary	A summary of projected total project costs and sources of funding as required on Alberta Education's Project Cost and Summary Form found in Appendix C.
Project Implementation Schedule	A schedule of project planning, design, tender call and construction commencement and completion dates.
Project Management Scheme	Method for delivery of the construction of a project. A school board may submit a request to the Minister for approval to use as an Alternate to Tendering Scheme of construction.

Project Phases	Stages of project development include the program (or planning) stage, preliminary design, contract document, tender, construction and post occupancy stages. See also "Architectural Services".

R

Regulations	Refer to official regulations made under the *School Act*. These are gazetted and filed as numbered regulations under the Regulations Act. Alberta Regulations have the force and effect of law. These deal with matters for which there is regulatory authority within the legislation.
Relocatable Section	A combination of one or more movable classrooms and/or related non-instructional area that may be relocated without major dismantlement and reconstruction when appended to another school building.

S

Saturation Analysis	Enrolment that would occur if all the land located within a school jurisdiction were fully developed and occupied.
School Act	Refer to 'Act'
School Building	A building used for the instruction or accommodation of students that is owned or occupied by a school jurisdiction, a school jurisdiction and a municipality, or a school jurisdiction and a joint property owner.
School Building Project	Is the purchase, erection, relocation, renovation, furnishing or equipping of, the making of structural changes in, or the addition to or extension of, a school building.
School Buildings Board	A Board established by Order-in-Council under the *School Act*, Chapter S-3.1, Part 7, Division 2, Section 189 (1988), that approves school building projects on behalf of the Government of Alberta.
School Capacity	Refer to 'Total Capacity'
School Day	A day of school operation as defined within the *School Act*.
School Facilities	A unit of Alberta Education primarily responsible for the receipt and processing of school capital applications.
School Jurisdiction	Consists of one or more school districts governed by a board of trustees.
Senior High School	A facility which provides educational space for grades 10 to 12.
Site Development	Provision of utility services, access, location of buildings, playgrounds and landscaping.

Space Exemptions	The space excluded from the capacity of a school facility or from the total capacity of a school jurisdiction.
Space Function	The defined use of space within a school facility such as classroom, gymnasium and administration.
SPOSA	School Plant Officials Society of Alberta
Statement of Final Costs	The statement of actual expenditures and funding for school building projects as per from Alberta Education's prescribed form.
Storage Space	The space provided for housing custodial supplies and equipment, textbooks and other stationery items.
Support Block	'The Support Block' in Alberta Education's funding framework provides for the costs of plant operations and maintenance, board governance, system administration, student transportation; and the equipment and facilities related to these programs.
Support Schedules	List of financial support provided by Alberta Education for approved projects.

T

Tender Documents	The documents that are prepared by the consultant for the purpose of inviting bid prices for a project. Such documents may include working drawings, specifications, instructions to bidders, form of contract and general conditions of the contract.
Tender Regulations	All school building projects funded by Alberta Education are subject to tender regulations within the School Buildings and Tendering Regulation 383/88. Refer also to 'Alternatives to Tendering Procedures'.
Total Budget	Refer to 'Project Budgets'.
Total Capacity	The maximum number of students a school building can accommodate based on 25 students per classroom, 20/25 for certain CTS rooms and 10 for special education rooms.

U

Utilization Ratio	The ratio determined by dividing a board's total FTE student enrolment by its net capacity.

V

Value Analysis	'Value Analysis' involves an in-depth study of a project or program to determine its functions, performance; durability; and reliability, and to find the least costly solution to achieve a set of predetermined requirements.

APPENDIX B:
LEGISLATION, REGULATIONS AND POLICIES

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APPENDIX B.1: LEGISLATION - SCHOOL BUILDING PROJECTS

LEGISLATIVE AUTHORITY: SCHOOL ACT

LEGISLATION

SCHOOL ACT Statutes of Alberta 1988 Chapter S-3.1
Consolidated July 8, 1994

Interpretation

1(1) In this Act

(r) "school building" means a building used for the instruction or accommodation of students that is owned or occupied by

(i) a school jurisdiction

(ii) a school jurisdiction and a municipality, or

(iii) a school jurisdiction and another person;

(s) "school building project" means

(i) the purchase, erection, relocation, renovation, furnishing or equipping of,

(ii) the making of structural changes in, or

(iii) the addition or extension of, a school building;

Part 7 Property
Division 2 School Buildings Board

Establishment of Board

189(1) The Lieutenant Governor in Council may establish a board which shall be known as the "School Buildings Board" consisting of 5 members appointed by the Lieutenant Governor in Council.

(2) The Lieutenant Governor in Council may designate one of the members of the Board as Chairman.

Approval

190(1) Repealed 1994 c29 s61.

(2) Where a school jurisdiction

(a) wishes to engage in a school building project that involves the construction of or the addition to a school building, and

(b) repealed 1994 c29 s61.

the school jurisdiction shall, before construction begins on the school building or addition, submit a copy of the plans respecting the area and capacity of the building or addition to the School Buildings Board.

(3) No structural alteration that has the effect of reducing the number of classrooms in the original design of the school building may be made to a school building unless a copy of the plan amended for area and capacity has been submitted to the School Buildings Board.

School Building Projects

191 Subject to section 192, a school jurisdiction may engage in a school building project.

Approval of Project

192(1) When a school jurisdiction intends to carry out a school building project, that school jurisdiction must obtain the approvals required under the regulations from the School Buildings Board.

(2) A school jurisdiction shall give to the School Buildings Board any information concerning a school building project that the School Buildings Board requires in order for the School Buildings Board to determine

(a) the necessity for the proposed school building project, having regard to existing and available facilities, and

(b) the nature and suitability of the school building project.

Regulations

193 The Lieutenant Governor in Council may make regulations respecting school buildings or school building projects.

APPENDIX B.2: SCHOOL BUILDINGS AND TENDERING REGULATION 383/88

Definitions

1. In this regulation

   (a) "Act" means the *School Act*;
   (b) "alternate scheme of construction" means a scheme of construction of a school building project that is undertaken by a board in accordance with section 9;
   (c) "Director" means the Director of the School Finance and Facilities Branch of the Department of Education;
   (d) "School Buildings Board" means the School Buildings Board appointed under section 189 of the Act;
   (e) "tender' means a bid called for by a board with respect to a school building project.

School Buildings

2. The Minister may establish the terms and conditions under which a board may engage in a school building project under section 190 of the Act.

Tenders required

3. Subject to section 9, a board shall obtain tenders prior to entering into a contract for a school building project.

Tendering procedures

4. (1) A notice for a call for tenders shall be given by publishing the notice at least once a week for 2 consecutive weeks in a newspaper that circulates within the district or division where the school building project is to be undertaken and the notice shall include

   (a) the name of the school building project or the type of sub-trade or both,
   (b) the address where the tenders are to be sent,
   (c) the closing date and time of the tender, and
   (d) the time, date and location where tenders shall be opened.

   (2) Alternate bids may be included in tenders only if the board calls for alternate bids from all tenderers.

   (3) Tenders submitted to board shall be complete and submitted on the form, if any, prescribed by the board.

   (4) If a completion date is specified in a call for tenders, the board shall not accept a tender unless the completion date is stated in the tender.

   (5) A board shall receive tenders at a location specified by the board up to the time and date specified by the board as the deadline for receiving tenders.

(6) After receiving the tenders, a board shall open the tenders in public at the time, date and location stated in the notice.

(7) An authorized representative of a tenderer shall sign the tender.

8) If a board chooses a tender on the basis of a basic bid it shall ensure that information on the method of choice is available to all tenderers and shall advise the Minister of the method of choice when the tender is submitted to the Minister for approval.

(9) If the board does not choose a tender on the basis of the basic bid it may select a tender on the basis of the basic bid as modified by alternate bids and the board shall ensure that the method of choice is made available to all the tenderers and that the Minister is advised of the method of choice when the tender is submitted to the Minister for approval.

Withdrawal of tenders

5. If a board calls for tenders, no person shall withdraw a tender submitted to a board until

(a) another person has entered into a contract with the board following the acceptance of a tender, or

(b) 35 days after the deadline for receiving tenders, whichever is earlier.

Lowest tender

6. (1) A board shall submit the lowest original tender for approval to the Minister in accordance with section 7.

(2) Notwithstanding subsection (1), a board may submit a tender that is not the lowest tender if

(a) the board can show an error in the lowest tender, or
(b) the lowest tender is incomplete or not prepared in accordance with the instructions to the tenderers.

(3) Notwithstanding subsections (1) and (2), the Minister may, on application by a board, not approve the lowest tender if the board provides evidence satisfactory to the Minister that the lowest tenderer's performance on a recent building project was unsatisfactory.

Approval of tender

7. (1) On obtaining tenders, the board shall submit the tender signed and sealed in accordance with section 4(7) that it wishes to accept to the Minister for approval along with

(a) either the original bid bond and consent of surety or a certified cheque that meets the requirements of section 8, a copy of the board motion of selection of the tender, a list of all tenders received and, if the lowest tender is not accepted, the reason for not accepting it and any other information that the Minister requires, and

(b) evidence that
  (i) a development approval has been obtained for the project by the board,
  (ii) any bylaws necessary for the construction or financing of the project have been passed by the board and approved by the Local Authorities Board, and
  (iii) an agreement under section 184 of the Act if one has been entered into by the board.

(2) If the Minister approves a tender submitted under this section, the board may accept that tender.

Security of tender

8. (1) Either an original bid bond and consent of surety or a certified cheque in an amount of not less than 10% of the amount of the tender, that is valid and in effect for a period of not less than 35 days after the deadline for receiving tenders shall accompany each tender other than a tender under section 10.

(2) If the form of the bid bond or the consent of surety that accompanies the tender are other than the standard forms approved by the Canadian Construction Association, the board shall, except in the case of a tender under section 10, notify the Minister of any deviation from the standard forms when the tender is submitted for approval.

Alternative to tendering

9. (1) A board may, prior to undertaking a school building project, submit to the Minister an alternate scheme of construction for a school building project without obtaining tenders under section 3.

(2) A submission under subsection (1) must provide detailed information on the following:
  (a) how materials, supplies and labour are to be provided,
  (b) an estimate of costs,
  (c) the name and qualifications of the proposed manager or foreman,
  (d) the reasons for the selection of the scheme, and
  (e) any other information that the Minister requests.

(3) If the Minister approves an alternate scheme of construction, the board may undertake a school building project in accordance with that scheme.

Alternate to tendering procedures

10. (1) A board that undertakes an alternate scheme of construction with its own employees may call for sub-trade tenders to supplement its employees.

(2) If the estimated cost of a sub-trade contract under subsection (1) exceeds $100,000, the board shall call for tenders in accordance with section 4.

(3) The board shall prescribe the security that is required for tenders under subsection (2).

Contract

11. (1) If an alternate scheme of construction or a tender under section 10, or both, is approved by the Minister, the board shall enter into a contract with the builder or tenderer, as the case may be, and shall ensure that the contract
   (a) is in substantial compliance with the scheme or tender,
   (b) is not binding on the parties unless the tender, if any, has been approved by the Minister, and
   (c) provides that the tenderer, if any, will obtain sufficient builder's risk or course of construction insurance to protect the board and the Crown in right of Alberta in the event of any damage to property or injury to persons, unless the board has builder's risk or course of construction insurance coverage sufficient to cover the cost of the construction.

   (2) A copy of a contract entered into under subsection (1) shall be forwarded on execution to the Director.

Performance security

12. (1) A contract entered into under section 11(1) shall be accompanied by
   (a) a performance bond in amount of not less than 50% of the contract price, or
   (b) a certified cheque in the amount of not less than 25% of the contract price,

   as performance security and maintenance warranty unless the board prescribes other requirements for performance security and maintenance warranty.

   (2) A performance bond under subsection (1)(a) or a certified cheque under subsection (1)(b) shall remain in effect for a period of at least 12 months after issuance of the final certificate of completion by the board.

Alternate scheme manager, foreman

13. (1) If the Minister has approved an alternate scheme of construction and the scheme involves the use of a person who is not an employee of the board as manager or foreman, the board shall
   (a) advertise for applications for the position of manager or foreman,
   (b) interview all the applicants or if there are more than 3 applicants, at least 3 of the applicants,
   (c) submit to the Director the name of the successful applicant for the position of manager or foreman and the contract that the board intends to enter into with the applicant, and
   (d) ensure that the manager or foreman does not undertake any construction other than
      (i) hoarding
      (ii) site clean-up
      (iii) supply of temporary project shacks and cover;
      (iv) supply of temporary heat;
      (v) supply of temporary toilet facilities;
      (vi) hoisting;

(vii) supply of temporary services including telephone, water and power to the site;

(viii) miscellaneous items for which a sub-contract bid is not usually called, including casual carpentry and blocking for other trades.

(2) All labour and materials not provided by the manager or foreman under subsection (1)(d) shall be provided by the board.

Repeal

14. The School Buildings Regulations, 1977 (Alta. Reg. 41/77), the School Buildings Regulation, 1978 (Alta. Reg. 60/78), the School Buildings Regulation, 1979 (Alta. Reg. 180/79), the School Buildings Regulation, 1984 (Alta. Reg. 344/84) and the School Buildings Tendering Regulation (Alta. Reg. 333/77) are repealed.

Coming into force

15. This Regulation came into force on December 31, 1988.

APPENDIX B.3: POLICY - CONSTRUCTION AND PROJECT MANAGEMENT SCHEMES AND DAY LABOUR SCHEMES

I. CONSTRUCTION AND PROJECT MANAGEMENT SCHEMES

Policy: School boards may use a construction or project management scheme as an alternate scheme of construction for approved school building projects of any size, subject to fulfillment of the following requirements:

1. the selection of a construction or project management firm must be by public call for proposals; the criteria for selecting a firm must be quantifiable; and information on the criteria and the method of selection must be made available to all proponents. The board must submit the proposal that it wishes to accept to the Minister for approval;

2. all subtrades that equal or exceed $100,000 and at least 90 percent of the total construction work must be publicly tendered in accordance with the School Buildings and Tendering Regulation;

3. school boards must provide an assurance that the project will be completed within the budget approved by the School Buildings Board; and

4. the construction or project management firm must not be involved in any actual construction except for the following:

   (a) hoarding
   (b) site clean-up
   (c) supply of temporary project shacks and cover
   (d) supply of temporary heat
   (e) supply of temporary toilet facilities
   (f) hoisting
   (g) supply of temporary services including telephone, water and power to the site
   (h) miscellaneous items for which a sub-contract bid is not usually called, including casual carpentry and blocking for other trades.

II. DAY LABOUR OR OWN FORCES SCHEME

Policy: School boards may use day labour or own forces scheme for approved school building projects of $500,000 or less, in construction cost, subject to fulfillment of the requirements of the School Buildings and Tendering Regulation.

APPENDIX B.4: DISPOSITION OF PROPERTY REGULATION 75/97

REGULATION

DISPOSITION OF PROPERTY REGULATION 75/97

Definitions

1 In this Regulation,

(a) "Act" means the *School Act*;
(a.1) "Government contribution" means money provided by the Government to a board for a school building project and includes all money paid to a board from the former School Foundation Program Fund;
(b) "school day" means a day of school operation specified under section 40 of the Act.

Lease of real property

2(1) Notwithstanding section 187(2) of the Act, a board may, without approval of the Minister,

(a) lease any real property that is neither a school building nor a portion of a school building, and
(b) lease a school building or portion of it for use
(i) at any time during which instruction is not normally provided to students in that building or portion of it,
(ii) on a school day for a period not exceeding 7 days during the time when instruction is normally provided to students in the building or portion of it, or
(iii) at any time for a period exceeding 7 days during the time when instruction is normally provided to students in that building or portion of it and on leasing it the board shall keep the lease agreement on file at the board's offices and shall provide the information related to the leasing of the school space required by the Minister.

(2) When, in the opinion of the Minister, space is available in a school, the Minister may direct the board operating the school to make that space available to another board.

Sale of property

3(1) A board that wishes to sell any item of real or personal property that has a value of more than $5,000 may only sell it in accordance with this section.

(2) Prior to selling the real or personal property, the board shall

(a) obtain 2 or more independent appraisals of the market value of the real or personal property, and
(b) request tenders or arrange for a public auction.

(3) The board shall advertise the sale of the real or personal property at least twice in a newspaper circulating in the district or division prior to the sale.

(4) The board may only sell the property if

(a) the bid or tender received is sufficient, in the opinion of the board, having regard to the appraisals it received, and
(b) in the case of real property the Minister approves the sale after the bid or tender is received.

(5) Subsections (2) to (4) do not apply to a sale by a board to another board, a municipality, a community association, a charitable or non-profit organization, the Crown in right of Canada, the Crown in right of Alberta or any agent of the Crown in right of Canada or the Crown in right of Alberta if the board selling the property obtains the approval of the Minister.

(5.1) Subsections (2)(b), (3) and (4) do not apply to

(a) a sale of a teacherage by a board, if the board selling the teacherage obtains the prior approval of the Minister for a procedure for selling the teacherage that is different than that set out in this section, or
(b) a sale of property to which an agreement under section 184(b) of the Act applies, if the board selling its interest in the property obtains the prior approval of the Minister for a procedure for selling the property that is different than that set out in this section.

(5.2) If a board offers real property for sale in accordance with subsections (2)(b) to (4) but does not receive a sufficient bid or tender, the board may, with the prior approval of the Minister, list the property with a real estate agent.

(6) If a board sells real property,

(a) the board must repay all the outstanding debt relating to that real property, and
(b) any proceeds remaining from the sale of the real property must be divided into 2 amounts so that
  (i) one amount bears the same ratio to the remaining proceeds as the Government contribution bears to the total amount of the project for which that contribution was made, and
  (ii) the other amount bears the same ratio to the remaining proceeds as the contribution by the board bears to the total amount of the project for which that board's contribution was made.

(7) The remaining proceeds referred to in subsection (6)(b) that are attributable

(a) to the Government contribution under subsection (6)(b)(i) are to be retained by the board and, together with the interest earned, applied only to the approved cost of a future school building project, and
(b) to the board under subsection (6)(b)(ii) may be applied only to a future capital expenditure.

(8) If, with the approval of the Minister, a board agrees to transfer ownership of real property, which includes a school building, to another board or is directed to transfer it by the Minister under section 187(3) of the Act,

(a) the amount payable to the transferring board must bear the same ratio to the appraised value of the property as the contribution by the board bears to the total amount of the project for which the board's contribution was made, and
(b) it is not necessary for the transferring board to repay any outstanding debt on the school building.

(9) The amount payable under subsection (8)(a) is to be paid by the Government but if the board that is receiving the real property has any school building capital reserves those reserves must be used to pay the amount payable under subsection (8)(a) and the shortfall, if any, is to be paid by the Government.

Repeal

4 The Inspection of Educational Facilities Regulations (Alta. Reg. 264/70), the Disposition of Property Regulations (Alta. Reg. 71/77), the Budget and Requisition Report Regulation (Alta. Reg. 16/81), the Regulations Delegating Powers to School Boards (Alta. Reg. 224/75), the Resident Pupil Regulation (Alta. Reg. 305/84), the School Forms Regulations (Alta. Reg. 262/70) and the Transportation and Maintenance Grants Delegation Order (Alta. Reg. 155/75) are repealed.

APPENDIX B.5: INSURANCE REGULATION 78/89

BACKGROUND

The basic regulations for determining the school board's responsibility when a school or part of a school has been destroyed by fire are:

- The *School Act*, Section 44(1), and
- Regulation 78/89 the Insurance Regulation, Section 3.

POLICY OF THE SCHOOL BUILDINGS BOARD

If a fire occurs in a school, the school board shall replace or repair the damage using the proceeds of the fire insurance.

PROCEDURES

The Schools Buildings Board has adopted the following procedures:

- The school board contacts the insurance agent immediately after the fire loss and shall notify the School Facilities Unit of the extent of damage.
- A school jurisdiction is required to provide the plans, replacement costs and the capacity to the School Buildings Board when rebuilding and/or repairing a school, after a fire.
- Section 190 (1), (2) and (3) of the *School Act* requires that the approval of the School Buildings Board be obtained if the capacity of the school is to be reduced upon replacement by insurance funds. Where partial or total school replacement is required due to loss by a fire, any changes in the capacity must be approved by the School Buildings Board. Any amendments to area and capacity will require that a statement of need and application form be submitted. The approval will be issued after an analysis of plans has been completed, a statement of eligible area has been determined and the estimated costs have been established.

LEGISLATION

SCHOOL ACT Statutes of Alberta 1988 Chapter S-3.1 Consolidated July 8, 1994

Part 3 School Boards
Division 2 Operation and Management

Powers of boards

44 (1) A board must:

b) in respect to its operations
(i) keep in force a policy or policies of insurance,
(ii) with the approval of the Minister, participate in an arrangement under Part 15 of the Insurance Act, or
(iii) with the approval of the Minister, participate in an alternative arrangement acceptable to the Minister,

for the purpose of indemnifying the board and its employees in respect of claims for

(iv) damages for death or personal injury,
(v) damages to property, and
(vi) damages to property owned by the board in respect of which the board has an insurable interest
  (A) that the board has agreed to insure or
  (B) for which the board otherwise has or may have assumed liability,

in an amount and form prescribed by the Minister;

Regulations

61 The Minister may make regulations...

(b) governing the requirement of boards to
  (i) acquire insurance, or
  (ii) take part in schemes or arrangements to protect the board and its teachers and other employees with respect to loss or legal liability.

REGULATION

INSURANCE REGULATION 78/89
(*School Act*) (No Amendments)

Policies

1. (1) A board shall, unless the board obtains prior written exemption from the Minister,

(a) keep in force policies of insurance or other forms of indemnification in compliance with the minimum requirements of this Regulation, and
(b) ensure that all policies of insurance are underwritten by insurers licensed to undertake insurance in Alberta.

(2) A board may determine a deductible amount for a particular type of insurance coverage but in the opinion of the board that deductible amount must be an amount that the board will be able to pay if there is a claim. [s.1]

General liability insurance

2. (1) A board shall keep in force a general liability insurance policy or other form of indemnification in the minimum amount of $2 000 000 per occurrence for any loss or damage resulting from bodily injury to or the death of 1 or more persons, and for loss or damage to property, regardless of the number of claims arising from any 1 occurrence.

(2) The policy or other indemnification under subsection (1) shall provide coverage to a board for all claims arising because of a liability imposed by law on a board and for liability assumed under an agreement entered into by the board.

(3) A board shall ensure that in a general liability policy or other form of indemnification that the board obtains the word "insured" is defined to include the named insured and also any employee, board member or agent or any other person, whether receiving compensation or not, acting within the scope of his duties for the named insured.

(4) In obtaining a general liability insurance policy or other form of indemnification, a board may consider those insurance coverages set out in the Schedule and any other types of coverage that the board considers it may require. [s.2]

Property insurance

3. (1) A board shall keep in force a property insurance policy or other form of indemnification, including an automatic acquisition clause, to cover all property for which indemnification for damages to property is required by section 44(1)(b) of the *School Act*.

(2) The insurance coverage required in subsection (1) shall be in an "all risks" form, but if it is unavailable, coverage including at least the perils of fire, explosion, impact by aircraft or vehicle, lightning, riot, smoke, windstorm and hail, or an equivalent form of indemnification approved by the Minister may be kept in force.

(3) Subject to subsection (4), the insurance required in subsection (1) shall provide for indemnification of the board against loss on a replacement cost basis at the time the property is damaged or destroyed, with the condition that the replacement need not necessarily be on the same site or adjacent to the insured property and that the insurance proceeds maybe used to contribute towards a different size or type of property.

(4) A board may insure property on an actual cash value basis or a salvage basis, or any other reasonable basis of valuation that is considered appropriate by the board, if the property

(a) has been unoccupied and unused for at least 6 months,

(b) is a building scheduled for replacement or demolition and the board has entered into a contract for replacement or demolition of the building, or

(c) is being used for other than school purposes and is not to be replaced as a school building. [s.3]

Automobile insurance

4. (1) A board shall keep in force an automobile insurance policy or its equivalent for all vehicles that are owned and operated by the board, or for which a license has been obtained by the board pursuant to the Motor Vehicle Administration Act.

(2) An automobile insurance policy under sub-section (1) shall, as a minimum, include the following coverage:

(a) third party liability insurance in an amount not less than $2,000,000 per occurrence for any loss or damage resulting from bodily injury to or the death of 1 or more persons, and for loss or damage to property, regardless of the number of claims arising from any 1 accident;

(b) accident benefits insurance as prescribed in the Insurance Act. [s.4]Garage auto and liability.

5. (1) A board that sells, repairs, maintains, services, stores or parks automobiles for any other person shall obtain and keep in force a standard garage automobile insurance policy and that policy must provide coverage in an amount of at least $ 2 000 000 for each occurrence as described in the portion of the policy regarding third party liability for death, injury or damage to others.

(2) The coverage provided in the portion of the standard garage automobile insurance policy regarding liability for damage to customer's automobiles in the care, custody and control of the board is optional at the discretion of the board. [s.5]

Fidelity coverage

6. A board shall keep in force a fidelity bond with respect to board members and employees on the blanket basis that provides coverage for not less than $25 000 for each loss. [s.6]

Boiler, machinery insurance

7. A board shall obtain and keep in full force a boiler and machinery insurance policy. [s.7]

Transitional

8. (1) Subject to subsection (2), every board shall comply with this Regulation with respect to all insurance coverage held by it.

(2) If a board has, prior to the commencement of this Regulation, obtained insurance coverage in accordance with the School Insurance Regulation (Alta. Reg 154/80), it need not comply with this Regulation with respect to that coverage until the date on which that insurance coverage expires.

(3) The School Insurance Regulation (Alta. Reg. 154/80) continues to apply with respect to insurance coverage obtained in accordance with subsection (2). [s.8]

Schedule

9. (1) A board may consider the following types of insurance coverage when determining its general liability insurance policy or equivalent indemnification:

(a) premises, property and operations liability coverage;
(b) products and completed operations liability coverage;
(c) owner's and contractor's protective liability coverage;
(d) blanket written contractual liability coverage;
(e) personal injury liability coverage;
(f) property damage occurrence liability coverage;
(g) contingent employer's liability coverage;
(h) non-owned automobile liability coverage;
(i) cross-liability coverage;
(j) employee benefit program liability;
(k) all risk tenants' legal liability coverage.

(2) In addition to the types of coverage referred to in subsection (1), a board may consider the following types of coverage, if applicable.

(a) non-owned aircraft and non-owned water-craft liability coverage;
(b) shoring, blasting, excavating, underpinning, demolition, removal, pile driving and caisson work, work below ground surface, tunnelling and grading coverage;
(c) elevator and hoist liability coverage.
[Insurance Regulation Schedule, section 1].

APPENDIX B.6: POLICY - SALE OR LEASE OF PROPERTY

BACKGROUND

The *School Act* allows for the disposition of property by boards, including real property such as land and buildings and personal property such as desks and computers. In order to enhance the local autonomy of boards, a regulation has been developed that allows for the leasing of real property, including school buildings without prior approval of the Minister. Guidelines indicating potential impact on:

- capacity,
- utilization, and
- debt retirement follow the regulation.

LEGISLATION

SCHOOL ACT **Statutes of Alberta 1988 Chapter S-3.1 Consolidated June 15, 1995**

Part 7 Property
Division 1 General

Disposition of Property

187 (1) Subject to the regulations, a board may sell, lease, rent or otherwise dispose of any of its personal property or any interest in it.

(2) Subject to this section, the regulations, the Planning Act and the Public Lands Act, a board may, with the written approval of the Minister, sell, lease, rent or otherwise dispose of any of its real property.

(3) Where a board no longer has a use for a school building, the Minister may in writing direct the board to dispose of that property at fair market value subject to those terms or conditions that the Minister prescribes.

(4) The Registrar of Land Titles shall not accept an instrument that has the effect of transferring from a board any real property of the board unless the instrument is accompanied by

(a) the approval, or a certified copy of it, given under subsection (2), or
(b) the direction, or a certified copy of it, given under subsection (3).

Regulations

188 The Minister may make regulations respecting the disposition of property by a board.

REGULATION

DISPOSITION OF PROPERTY REGULATION 69/89
(Amended up to A.R. 75/97)

Refer to Appendix B.4 for regulation provisions as they pertain to lease of real property, sale of property and repeal.

PROCEDURES

1. Ministerial approval for the sale of the property may be obtained by writing to the Assistant Director, School Operations, Alberta Education.

   The distribution of the proceeds from the sale of school facilities shall be determined according to the Disposition of Property Regulation. A school board resolution must also be submitted to obtain capacity exemptions on disposal of all or part of a school building.

2. Under section 2(b)(iii) of the Regulation, a board leasing a school building, or a portion thereof, shall complete the **"Leasing of School Space Schedule"** found within the Alberta Education Policy Manual and submit it to the Assistant Director, School Operations, Alberta Education.

   The following guidelines indicate potential impact on capacity and utilization of space.

USE OF VACANT SCHOOL SPACE

A. Guiding Principle

Vacant school space should be directed toward use intended for general community and public needs whenever possible and feasible.

B. Guidelines

(1) School boards will be encouraged to give priority to the leasing of space to the following order of use:

(a) Public Sector
- means any activity controlled or operated by a level(s) of government, including public and separate school boards.

(b) Non-profit Sector

- means any activity controlled or operated by any non-profit corporation, society or association, which legally registered in Alberta, has a local community based membership and is exempt from paying tax under the Federal Income Tax
- includes private schools for the handicapped attended by school board-directed pupils.
- includes **early childhood services** private operators.
- includes religious organizations.

(c) Private Schools

- private schools which are registered under the *School Act* (Division 2, Section 22(1))
- private schools which are accredited under the *School Act* (Division 2, Section 22(2)).

(d) Private Sector

- means any activity controlled or operated by any individual, corporation, group or organization, which does not come within the description of public sector profit-oriented uses.

(2) All leased space will be **"callable"**, as needed by school boards, to be used for educational purposes.

(3) For space leased to the public sector and non-profit groups:

(a) **space exemptions** will be granted and

(b) lease charges will be at cost or a nominal fee.

(4) For space leased by private schools and to the private sector, **capacity exemptions** will not be granted.

(5) The final decision as to the use of vacant school space will remain the responsibility of local school boards.

(6) Individuals or corporations entering into a lease agreement with a school board will have legal status acceptable to Alberta Education.

(7) All leases are subject to final approval by the Minister or his/her designate.

(8) The Minister or his/her designate, after approving a proposal, will determine whether the lessee is within the public sector, non-profit sector or private sector.

	Use	Space Exemption Granted	Rent/Lease Charges
1.	Public Sector	Yes	Cost or Nominal Fee
2.	Non-Profit Sector (Including ECS, Private Operators)	Yes	Cost or Nominal Fee
3.	Accredited Private Schools	No	No Maximum or Minimum
	Registered Private Schools	No	No Maximum or Minimum
4.	Private Sector	No	No Maximum or Minimum

Figure B.6.1. Use of Vacant School Space

APPENDIX B.7: POLICY - SCHOOL CLOSURE

LEGISLATION

SCHOOL ACT **Statutes of Alberta 1988 Chapter S-3.1 Consolidated July 8, 1994**

Part 3 School Boards
Division 1

Closure of schools, etc.

42 A board may, with the approval of the Minister, do the following:

(a) close a school permanently or for a specified period of time;
(b) close entirely 3 consecutive grades in an elementary school;
(c) close the entire junior high school program or the entire senior high school program in any school;
(d) transfer all students from one school to one or more schools.

Emergency closure of school building

41 **(1)** A board may temporarily close a school building if the health or safety of the students is endangered.

(2) If a board closes a school building under subsection (1), it shall forthwith remedy the situation causing the closure and reopen the school building.

PROCEDURES

1. Boards shall develop, keep current, and implement written policy and procedures consistent with provincial policy and procedures.

2. Boards shall determine, and make public, their criteria for considering school closure.

3. Where a board is considering school closure, the matter shall be raised at a regular meeting of the board and details provided of the specific school or portions of the school affected.

4. The board shall communicate the fact and implications of the possible school closure, and the date and place of the public meeting to discuss the closure, in writing, to the parents of every child and student enrolled in the schools affected by the closure. Such communication shall address how the closure would affect the following:

(a) the attendance area defined for that school;
(b) the attendance at other schools, including the number of students re-located by virtue of the school closure;
(c) the need for, and extent of, busing;
(d) program implications for other schools;
(e) program implications for the students when they are attending other schools;
(f) the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
(g) the financial and educational impact of not closing the school;
(h) the capital needs of other schools that may have increased enrolment as a result of the closure; and
(i) the proposed disposal of the school if the entire school is to be closed.

5. Where a board is considering whether or not school closure should occur, the board shall organize and convene a public meeting for the purpose of discussing: the possible closure; its implications for the students, for the community and for the school system; possible implementation plans; and possible alternatives. Further meetings may be held at times and places set out by the board.

6. The date and place of the public meeting shall be:

   (a) posted in 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least two weeks prior to the date of the public meeting, and

   (b) published in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, once a week for at least two weeks prior to the date of the public meeting.

7. The policy of the board shall state the minimum number of trustees that must attend the public meeting.

8. Following the meeting there shall be a minimum period of three weeks for electors to present to the board further responses to the possible closure.

9. The final debate by the board and the vote upon the resolution shall occur only after procedures 1 through 8 have been completed.

10. Subsequent to the final debate, and if the vote is in favour of school closure, the board shall request approval from the Minister forthwith in order to proceed with the closure.

11. When a school or portion of a school is closed, the capacity of the school is charged to the school board's total capacity until Ministerial approval to dispose of the facility is obtained.

APPENDIX: B.8
CAPITAL BORROWING REGULATION 221/95

REGULATION

CAPITAL BORROWING REGULATION 221/95
(Pursuant to Section 167 (3.1) of the *School Act*)

Capital Borrowing

1. (1) A board may borrow to meet capital expenditures only in accordance with the *School Act* and this Regulation.

(2) The amount of a borrowing to which this Regulation applies

(a) may be secured by a charge on money receivable by the board under Part 6 of the *School Act*, and

(b) may not be secured by a charge on a grant payable from the General Revenue Fund under the Government Organization Act.

Borrowing for Construction or Purchase of School Building

2. (1) A board shall not borrow money for the construction or purchase of a school building.

(2) Notwithstanding subsection (1), a board may borrow, by issuing a debenture or otherwise, to meet capital expenditures to refit a school building for energy conservation if

(a) the cost of refitting is guaranteed by the supplier in writing to be recoverable by the board from savings in energy costs in not more than 10 years, and

(b) in the opinion of the Minister, all indebtedness under the loan is required to be retired within 10 years.

(3) A board that applies to the Minister for approval of a loan to which subsection (2) applies must give the Minister

(a) a statement by the board of the final cost of the refitting and any other information the Minister requires, and

(b) a copy of the guarantee referred to in subsection (2) (a).

(4) The Minister may approve all or part of a loan to which subsection (2) applies.

Short Term Borrowing

3. (1) A board may borrow, other than by issuing a debenture, to meet capital expenditures for assets that are not school buildings if, in the opinion of the Minister, all indebtedness under the loan is required to be retired within the lesser of the life expectancy of the asset for which the money is borrowed and 10 years.

(2) A board that applied to the Minister for approval of a loan to which subsection (1) applies must give the Minister a statement by the board of the final cost of the asset to which the loan applies and any other information the Minister requires.

(3) The Minister may approve all or part of a loan to which subsection (1) applies.

Debenture Borrowing

4. (1) A board may borrow, by issuing a debenture, for the purpose of

(a) securing, purchasing, adding to, extending or improving a site for a building other than a school building,

(b) erecting, purchasing, relocating, renovating, adding to, extending, making structural changes in, furnishing or equipping a building other than a school building,

(c) providing maintenance or utility services to a building other than a school building, or

(d) refitting a school building for energy conservation.

(2) If the board decides to borrow by debenture for any of the purposes mentioned in subsection (1), it shall pass, in a form approved by the Minister, a bylaw stating its intention.

(3) Within 30 days from the date of the passing of the bylaw, the board shall give public notice in accordance with section 234 of the *School Act* of its intention to apply to the Minister for authority to borrow the amount specified in the bylaw on the conditions set out in the bylaw.

Petition for Poll

5. (1) If public notice is given under section 4, the electors of the board may petition the board in accordance with section 231 of the *School Act*.

(2) If a board

(a) receives a petition meeting the requirements of section 231 of the *School Act* within 15 days from the date of the last publication in a newspaper of the public notice of the proposed debenture borrowing, and

(b) decides to proceed with the bylaw,

the board shall submit the question to a vote of the electors.

(3) The board shall

(a) send a copy of each request contained in the petition to the Minister within 5 days from the date on which the petition is received by the board, and

(b) advise the Minister in writing within 14 days from the date of the vote of the outcome of each vote conducted under subsection (1) .

(4) If the result of the vote is to defeat the proposal for debenture borrowing, the board is bound by the vote for a period of 12 months from the date of the vote and during that 12 month period the board shall not propose debenture borrowing for the same or a similar project.

Authority for Borrowing

6. (1) The Minister may,

(a) on receipt of the documents and information the Minister requires, and

(b) on being satisfied that the conditions prescribed by this Regulation have been complied with,

approve the borrowing of any amount mentioned in the bylaw under section 4, or any lesser amount.

(2) The Minister shall, as soon as possible after giving an approval under subsection (1), cause notice of the approval to be published in The Alberta Gazette.

Issuing of Debentures

7. (1) On receiving the Minister's approval under section 6, if a board is required to do so, the board shall issue a debenture to secure the amount of the principal and interest on the loan, or any lesser amount, on the terms specified in the bylaw.

(2) A debenture shall not be issued after the expiration of 3 years from the date on which the notice of approval of the loan appears in The Alberta Gazette.

(3) A debenture shall

(a) be in a form approved by the Minister,

(b) be sealed with the seal of the board, and

(c) be signed

(i) either by the chairman or by some person authorized to sign in the chairman's stead, and
(ii) by the treasurer of the board.

(4) Debentures may be issued either all at one time or in installments at any times the board considers expedient and may be dated accordingly.

Void Borrowing

8. (1) If, before the Minister approves any borrowing required, a board purports to enter into any agreement the consideration for which is to be raised by debenture,

(a) the agreement is void, and

(b) any money paid under the agreement shall be repaid to the board.

(2) Any agreement entered into by the board for the sale, transfer or hypothecation of a debenture or any interest in the debenture before the Minister has approved the borrowing represented by the debenture is void.

(3) A board shall not proceed with a project referred to in section 4 (1) before the Minister approves any borrowing required to meet the capital expenditures.

(4) This section does not apply to any expenditures for the services of an architect engaged to make preliminary plans or to obtain and compile information necessary in the opinion of the board to enable it to make an application to the Minister.

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A

NEW CONSTRUCTION PROJECT APPLICATION FORM
FOR THE YEAR 19_____

(School Act, Sections 190, 191, and 192)

School Jurisdiction _____ No._____ Date: _____

_____
Superintendent or Designate

Name of School: _____

Address: _____

Type of Project: _____

School Board Priority _____ Provincial Priority: _____

Project Description:* Capacity of Project: _____

Area (m^2) of Project: _____

Grades Served: _____

***Attach sketch plan and brief description of proposed project.**

Estimated Project Costs		Estimated Project Funding - By Source	
Building Construction:	$ _____	Provincial Support:	$_____
Consulting Fees:	$ _____		
Project Expenses	$_____	Local Capital	
Land Purchase:	$ _____	Building Reserves:	$_____
Site Development:	$ _____		
Furniture and Equipment:	$ _____	Other: (Specify)	
Other: (Specify)	$ _____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$ _____		
Sub-total:	$ _____		
Non-refundable GST (2.24%)	$_____		
Total Project Cost:	$ _____	**Total Project Funding**	$_____

Enrolments (Current and Five-Year Projections)

Year:	_____	_____	_____	_____	_____	_____
Total Jurisdiction:	_____	_____	_____	_____	_____	_____
Project School:	_____	_____	_____	_____	_____	_____

School Facilities Form A (Revised 02/96)

Form A - New Construction

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B

MODERNIZATION PROJECT APPLICATION FORM
FOR THE YEAR 19_____

(School Act, Sections 190, 191, and 192)

School Jurisdiction _____ No._____ Date: _____

_____

Superintendent or Designate

Name of School: _____

Address: _____

School Board Priority: _____

Area (m^2) of Project: _____

Project Description:*

Age of School/Section: _____

Current Capacity of School: _____

Capacity Change due to this project: _____

***Attach needs assessment report (educational needs and major building components), and sketch plan, brief description and cost estimate of proposed work.**

Estimated Project Costs		Estimated Project Funding - By Source	
Construction Cost:	$ _____	Provincial Support:	$_____
Consulting Fees:	$ _____		
Project Expenses	$ _____	Local Capital	
Site Development:	$ _____	Building Reserves:	$_____
Furniture and Equipment:	$ _____		
Other: (Specify)	$ _____	Other: (Specify)	
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
Sub-total:	$ _____	_____	$_____
Non-refundable GST (2.24%)	$ _____		
Total Project Cost:	$ _____	**Total Project Funding**	$_____

Enrolments (Current and Five-Year Projections)

Year:	_____	_____	_____	_____	_____	_____
Total Jurisdiction:	_____	_____	_____	_____	_____	_____
Project School:	_____	_____	_____	_____	_____	_____

School Facilities Form B (Revised 02/96)

Figure 2.3.6. Form B - Modernization

C

SUMMARY FORM
NEW CONSTRUCTION AND MODERNIZATION PROJECTS
FOR THE YEAR____
(School Act, Sections 190, 191, and 192)

School Jurisdiction: _____ **No.**_____ **Date:** _____

Local Ranking	Project Description	Proposed Area (m2)	Capacity Change (+/-)	Total Project Cost	Project Funding		
					Local Capital Building Reserve	Other Contributions	Provincial Support
1				$	$	$	$
2				$	$	$	$
3				$	$	$	$
4				$	$	$	$
5				$	$	$	$
6				$	$	$	$
7				$	$	$	$
8				$	$	$	$
9				$	$	$	$
10				$	$	$	$
11				$	$	$	$
12				$	$	$	$

(Attach additional sheets if required)

I certify that the school board has authorized, by resolution, application for the projects listed.

_____ Superintendent or Designate

_____ Date

School Facilities Form C (Revised 02/96)

Form C - Summary Form: New Construction and Modernization Projects

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Alberta Education

NEW CONSTRUCTION
STATEMENT OF FINAL COSTS
(School Act, Section 190, 191 and 192)

NAME OF BOARD _____ **NO.** _____

NAME OF PROJECT _____

COMPLETION DATE _____ **PROGRAM YEAR** _____ **MINUTE NO.** _____

STATEMENT OF EXPENDITURES FOR THIS PROJECT: (All costs to exclude G.S.T.)

Building Construction Cost	$
Consultant's Fees	$
Project Expenses	$
Site Development	$
Furniture and Equipment	$
Approved CTS Equipment	$
Clerk of the Works	$
Subsoil (Site Problems)	$
Firelane	$
Land Purchase	$
Etc.	$
TOTAL	$
Goods and Services Tax (G.S.T.) (applicable to all aspects of project)	$
***TOTAL EXPENDITURES**	$

STATEMENT OF REVENUE USED TO FUND THIS PROJECT:

Capital Reserves		$
Contributions from Current Operating Fund		$
Accumulated Bank Interest		$
Capital Agreements:	Federal Government	$
	Municipalities	$
	Other	$
Insurance Recovery		$
Grants From Other Sources		$
Other (please specify) _____		$
_____		$
Federal G.S.T. Rebate		$
Debentures Previously Issued (if applicable)		$
Provincial Payments Received to Date		$
TOTAL		$
Provincial Payment Requested		$
***TOTAL REVENUE**		$

* Totals Must Agree

DATE: _____ _____
Superintendent or Designate

Note: Submit this statement to School Facilities, 9th Floor West, Devonian Building, 11160 Jasper Avenue, Edmonton T5K 0L2

School Facilities Form 37 (Revised May, 1997)

New Construction Statement of Final Costs

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Alberta Education

MODERNIZATION
STATEMENT OF FINAL COSTS
(School Act, Section 190, 191 and 192)

NAME OF BOARD _____ NO. _____

NAME OF PROJECT _____

COMPLETION DATE _____ PROGRAM YEAR _____ MINUTE NO. _____

STATEMENT OF EXPENDITURES FOR THIS PROJECT: (All costs to exclude G.S.T.)

Building Construction Cost	$
Consultant's Fees	$
Project Expenses	$
Site Development	$
Furniture and Equipment	$
Approved CTS Equipment	$
Clerk of the Works	$
Subsoil (Site Problems)	$
Firelane	$
Land Purchase	$
Etc.	$
TOTAL	$
Goods and Services Tax (G.S.T.) (applicable to all aspects of project)	$
***TOTAL EXPENDITURES**	$

STATEMENT OF REVENUE USED TO FUND THIS PROJECT:

Capital Reserves		$
Contributions from Current Operating Fund		$
Accumulated Bank Interest		$
Capital Agreements:	Federal Government	$
	Municipalities	$
	Other	$
Insurance Recovery		$
Grants From Other Sources		$
Other (please specify) _____		$
_____		$
Federal G.S.T. Rebate		$
Debentures Previously Issued (if applicable)		$
Provincial Payments Received to Date		$
TOTAL		$
Provincial Payment Requested		$
***TOTAL REVENUE**		$

* Totals Must Agree

DATE: _____ _____
Superintendent or Designate

Note: Submit this statement to School Facilities, 9th Floor West, Devonian Building, 11160 Jasper Avenue, Edmonton T5K 0L2

School Facilities Form 39 (Revised May, 1997)

Modernization Statement of Final Costs

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Alberta Education

B.Q.R.P. EXPENDITURE PLAN

SCHOOL JURISDICTION: _____ NO.: _____

PROGRAM YEAR: _____ MINUTE NO: _____ BLOCK FUNDING ALLOCATION: _____

_____ _____

(Signature of Secretary-Treasurer) (Date)

87ED 1.C.1 RETURN TO: SCHOOL FACILITIES

B.Q.R.P. Expenditure Plan

Alberta Education

BUILDING QUALITY RESTORATION PROGRAM
STATEMENT OF FINAL COST
19___ RECOGNITION OF NEED
(Refer to Instructions on the back of this Form)

BQRP BF-C 96

JURISDICTION _____ No.: _____

Approval School Buildings Board Minute No.: _____ - ___ Total Allocation: _____

B.Q.R.P. Program Block Funding Claim Form

TOTAL COST OF PROJECTS

A. To be completed by School Board				B. To be completed by Alberta Education	
(a) School Name's (List Alphabetically)	(b) Project Description	(c) Total Cost Not Incl. GST	Non Refundable GST	Comments	Eligible Cost
	TOTAL			TOTAL	

I certify that to the best of my information and belief, the cost information used for the determination of the grant payable by Alberta Education is correct.

Block funding grant carried over

Eligible Cost $ | Adjustments | Max. Approval $

Superintendent or designate
(Signature required on the last sheet only)

_____ Date: _____, 19__

Inspection Report by:

_____

_____ Date: _____, 19__
Area Manager

Note: A computer "Print Out" using this format may be used.

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PROJECT COST SUMMARY FORM

Jurisdiction: _____ **Date:** _____

Project Name: _____

Program Approval Year: _____

_____
Superintendent or Designate

Project Budget Cost ($)		**Source of Funds ($)**		
Building Construction		Provincial Funds		
Architect Fees		Capital Reserves		
Land Purchase		Current Operating Fund		
Site Development		Capital Agreements:	Federal	
Furniture and Equipment			Municipal	
Other (Specify) _____			Other	
		Other (Specify)		
		SUB-TOTAL (Inc. 2.24%		
		non-refundable GST)		
Total Estimated Cost before G.S.T.				
G.S.T. (7%)		Federal G.S.T. Rebate		
TOTAL COST		TOTAL		

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Project Cost Summary Form

SAMPLE RESOLUTION

_____
(School Jurisdiction Name)

RESOLUTION NUMBER_____

Be it resolved that the Board confirm the following sources of funds are committed to finance the

_____
(Capital Project Name)

_____, School Buildings Board Approval Minute No._____
(Program Year)

SOURCES OF FUNDS

Provincial Funds	$	_____
School Board's Capital Reserves	$	_____
School Board's Operating Fund	$	_____
Capital Agreements: Federal	$	_____
Municipal	$	_____
Other	$	_____
Federal G.S.T. Rebate	$	_____
Other (specify)_____	$	_____
_____	$	_____
Total Project Cost	$	_____

The undersigned certify that the above resolution was approved at a duly-constituted board meeting held on_____(Date)

_____ _____
Chairman's Signature Secretary-Treasurer's Signature

_____
Date

Sample Resolution

Alberta Education

Form 9

LEASING OF SCHOOL SPACE
School Act, section 187

Lessor: _____
Lessee: _____
Legislation Under Which Lessee is Registered: _____
Corporate Access Number (if known): _____
Type of Lessee: (1) Public Sector _____
(2) Service or Community Agency (including ECS Private Operations) _____
(3) Private School _____
(4) Profit-oriented Organization _____
Proposed Use: _____
Lease: New* _____ Renewal _____
Name of School: _____
Number of Classrooms Leased: _____
Other Area Leased: _____
Total Area Leased (m^2): _____
Term of Lease: _____
Rental Charge: _____

Indemnification of School Jurisdiction by Tenant: Yes ☐ No ☐
Space Exemption Requested: Yes ☐ No ☐

*Where lease is new, attach a sketch plan clearly identifying each area to be rented or leased.

I have reviewed the information provided above and to the best of my knowledge and belief, it is accurate.

_____ _____
Date Superintendent of Schools or Designate

Reviewed by: _____

Comments:

_____ _____
Date Assistant Director, School Business

Return to School Business, Alberta Education, 11160 Jasper Avenue, Edmonton, Alberta T5K 0L2

Page 1 of 1 June 30, 1995

Leasing of School Space

NOTICE OF SCHOOL OPENING CEREMONY

School Jurisdiction: _____

Local Contact Person: _____

Address: _____

Telephone: _____

Name of School: _____

Address: _____

Date of Opening: _____ Time: _____

Type of Project: _____ _____ _____
(Please Check) New School Addition Modernization

CEREMONY PARTICIPANTS

Minister: _____

M.L.A.(s): _____

M.P.(s): _____

Alberta Education Representative(s): _____

Other Representative(s): _____

MAIL TO:

Assistant Director, School Facilities
9th Floor West, Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2
Telephone: 427-2973 Fax: 427-5816

Please allow a minimum of one month to provide enough time for manufacturing the brass plaques.

Notice of School Opening Ceremony

APPENDIX D
Utilization and Capacity
Definitions, Capacity Calculation

Utilization

The utilization rates, established by dividing a board's total **FTE** student enrolment by its net capacity, are used for planning purposes and in establishing priorities for school capital funding. Objectives of (a) increased utilization of existing instructional space and (b) equity in the provision of educational facilities for Alberta students are key principles of Alberta School Capital Programs.

The province-wide utilization rate impacts the capital block, capital plan program allocations and priorities for new space. Province wide utilization must be maintained within an acceptable range, and the **School Buildings Board** emphasizes measures to enhance utilization of existing space.

The priority ranking assigned to a new construction project is impacted by a board's overall utilization rate and by the utilization rate of all school facilities within the community or catchment area for which transportation is feasible. Applications for new construction are to be accompanied by a report substantiating that alternatives to new space are not available.

Capacity

The capacity of a new school and the method by which it is established must be approved by the School Buildings Board. **Records of capacity** for all Alberta schools, newly constructed or existing, are maintained by Alberta Education, School Facilities Unit. They reflect the capacity established at the time of construction minus any exemptions.

Where innovative design or special **"alternatives-to-construction"** provisions for accommodating students are approved for a school (i.e. equipping schools with technology, for year-round-schooling, or for operating for longer periods each day), the school's recorded capacity will be the figure established with the School Buildings Board at the time of approval.

Capacity Calculation

Total capacity shall be calculated by adding together the number of students designated to the instructional area of a school building or a school building project as follows:

Part of Instructional Area	Number of Pupils
i) for each classroom, science room, ancillary classroom, portable classroom or business education area	25
ii) for CTS areas	20
iii) for each approved gymnasium station or approved library/electronic media space and student gathering space	0

The "total capacity" rating of a school board will be calculated by adding the capacity of all schools within the jurisdiction.

The *net capacity* of a school board will be calculated by adding the total capacity of each school building in the jurisdiction, subtracting approved leases and exemptions.

Significance of Capacity

A school jurisdiction's utilization ratio is one of the factors considered by the School Buildings Board in determining the priority ranking of a project. It is in a board's interest to review the current information on its total capacity and utilization with School Facilities.

Alterations (including BQRP) which reduce classrooms or capacity require School Buildings Board approval. Changes may be justified in terms of education program requirements.

Capacity Exemptions

A school board may submit a request for exemptions. The School Buildings Board may exclude from the calculation of total capacity a school building or portion of a school building that is:

(a) used for school board decentralized administrative or support services,

(b) used by a private Early Childhood Service Operator, or Day Care operations,

(c) leased to the public sector or community agencies,

(d) disposed of with the approval of the Minister.

The School Buildings Board shall not exempt from capacity:

(a) school building space that is leased to a private school (Grades 1 - 12),

(b) space leased to profit-oriented business or organization, or

(c) part or all of a school that has been approved for closure.

For capacity exemptions of leased space, refer to: ***Policy - Lease or Sale of Property***

Capacity Adjustments

1. The capacity of a new construction project will be added to the total capacity of a school jurisdiction, one year after the date of Ministerial approval of the project tender or subtrade tenders of an alternate scheme of construction.

2. Change in capacity from modernization of an existing school facility is determined by the School Buildings Board.

APPENDIX E:
OPERATIONAL INFORMATION

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APPENDIX E.1
THE SCHOOL BUILDINGS BOARD

The **School Buildings Board** is established pursuant to *The School Act* and consists of five appointed members, including the chairman. It meets regularly to deal with written and documented submissions. The School Buildings Board:

- reviews plans respecting **area** and **capacity** of all school building projects and approves all school building projects as provided for in the Act.
- approves school capital projects ("in principle" and "in full") in accordance with provincial priorities.
- defines provincial capital program allocations for specific programs within the Capital Block.
- determines and approves the area and capacity of a school building or school building project.
- determines **project budgets**.
- promotes equity in the provision of educational facilities for Alberta students and improved utilization of existing instructional space.
- determines and monitors public and provincial interests respecting:
  - requested **capacity** exemptions relating to **lease**, alteration, closure or disposal of school space,
  - alterations to capacity effected through repair or replacement with proceeds of property insurance, and
  - other matters respecting educational facilities for Alberta students.

Appendix E.2
School Facilities
Role, Responsibilities, Services

The Role of School Facilities:

- to plan, evaluate and develop provincial capital plans, programs and policies,
- to provide administrative, planning and technical support to the School Buildings Board,
- to provide the administrative and management services for capital programs and projects and the cost control of the department's capital budgets,
- to assist school boards to function as autonomous corporate bodies to plan, build, operate, and maintain school buildings that facilitate the delivery of educational programs to Alberta students, and
- to maintain communication and cooperation with other branches, departments and stakeholder organizations.

Services Provided by School Facilities:

(1) Provincial Capital Plans and Programs

School Facilities plans, evaluates and develops proposals of provincial capital plans, programs and policies for consideration by the Department's Executive Committee, the Minister and the government.

(2) School Buildings Board

School Facilities provides planning and administrative services to the School Buildings Board. They include the review and processing of all capital applications, the preparation of evaluation reports, recommendations of funding allocations and correspondence with school boards; and maintaining record of decisions and control of capital funding allocations.

(3) Administration

School Facilities administers the school capital plan, programs and regulations. Hence, it deals mainly with such activities as building projects, applications, eligibility for financial support, review of facility plans and documents, tenders, alternate schemes of construction, monitoring of funding payments, renovation and upgrading programs, facilities for special education and programs initiated by Alberta Education.

(3) Advisory and Facility Planning

School Facilities provides a very wide range of advisory services regarding school facility planning, design and construction and capital project management to school boards, school board administrative personnel, and their consultants

(4) Monitoring

The School Facilities monitors local school jurisdictions in order to determine the extent to which capital projects and programs are being implemented in accordance with School Buildings Board decisions, and the provincial policies and regulations.

School Facilities at the request of the Minister of Education and/or officials of the Department, reviews and provides mediation relating to issues and concerns of the public, boards, parents, teachers, and students pertaining to school facilities.

(5) Information

School Facilities responds to requests from educators, architects, contractors, trustees, parents and students for information or explanation of policies, procedures, regulations and intents of Alberta Education. Small scale plans and utilization data are available to school boards.

School Facilities assembled, and regularly updates, the Assessment and Utilization Report which school boards may review to determine total capacity and utilization rates for the jurisdiction or any school facility.

School Facilities promotes and maintains professional relationships with other government branches, school boards, curriculum developers, architects, engineers, building contractors, Council of Alberta School Superintendents (CASS), Association of School Business Officials of Alberta (ASBOA), School Plant Officials Society of Alberta (SPOSA), Alberta Teachers' Association (ATA), Alberta School Boards' Association (ASBA), Council of Educational Facility Planners, International (CEFPI), Alberta Association of Architects (AAA), Association of Professional Engineers, Geologists and (Geophysicists of Alberta (APEGGA), Alberta Construction Association (ACA), universities, and other interest groups.

(6) Resource Personnel

School Facilities staff participate in workshops, seminars and conferences. Personnel conduct sessions at zone meetings, seminars, and other organizational activities.

APPENDIX E.3
REFERENCE PUBLICATIONS
Alberta Education Publication Listing, Ordering, Other Publications

A. Legislation, Policy, Regulations and Guidelines

School Act, Chapter S-3.1 Statutes of Alberta and Alberta Regulations under the School Act

Policy Manual, Alberta Education, with current updates

Funding for School Authorities Manual, current version

Three Year Business Plan 1996/97 - 1998/99 "Meeting the Challenge" Alberta Education

Framework for Funding School Boards in the 1995/96 School Year Alberta Education

Guides to Education, Alberta Education
- ECS to Grade 9 Handbook, current version
- Senior High School Handbook, current version

Ordering

School Act: Queen's Printer Bookstore, 2nd floor, 11510 Kingsway Avenue, Edmonton, AB T5G 2Y5, Telephone: (403) 427-4952; or Publication Services, Main Floor, McDougall Centre, 455-6th Street SW, Calgary, AB, T2P 4E8.

Policy Manual; School Grants Manual; Three Year Business Plan; Framework for Funding School Boards in 1995/96 School Years; and Guides to Education are available from Alberta Education.